

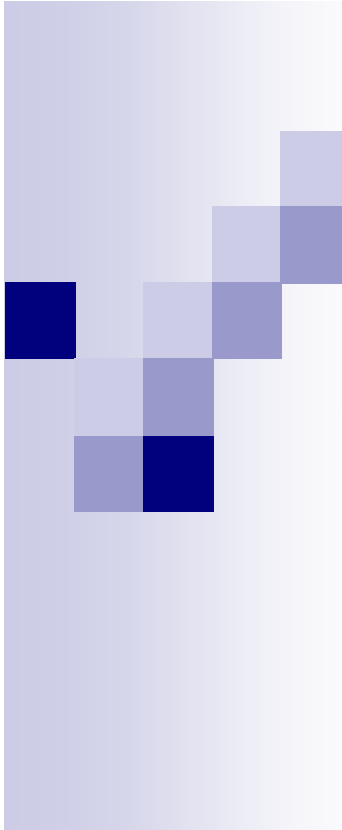
Accounts Payable Basics – Logistics Invoice Verification Process

The AASIS Reporting Handbook

The AASIS Reporting Handbook

Index

AP Reporting	4
Vendor Line Item Display Report FBL1N	4
Detailed Warrant Cash Based Line Item Report ZWARR_DETAIL	9
Program for Parked Vendor Invoices ZFI_PARKHELD_RPT	17
Payment List S_P99_41000099	20
Bank Account Search ZVENDBANK	23
Tax ID Search ZVENDTAXID	24
Open Item AP Report ZOPENITEMAP	26
FM Reporting	30
Actual Budget Report Y_DEV_80000046	30
Open Commitment Items Report ZCMT	36
Report for Commitment Items and GL Codes S_KI4_38000036	38
CM Reporting	41
Outstanding Warrant Report	41
Trial Balance Y_DEV_80000025	43
Check Register FCHN	46
Display Warrant FCH1	50
MM Reporting	56
Purchase Order Display ME23N	56
List Display by Vendor ME2L	63
Display List of GR/IR Balances MB5S	66
Purchasing Documents per Document Number ME2N	69
Purchase Orders with Open Invoice Report ZPO_OPEN_INV	74
Purchase Order Vendor Payment Report ZPOVP	77
AM Reporting	80
Display Asset AS03	80
Reporting Tips	91
How to Run a Report in the Background	91
Setting Report Layouts	99



Accounts Payable Basics – Logistics Invoice Verification Process

Accounts Payable
Reporting

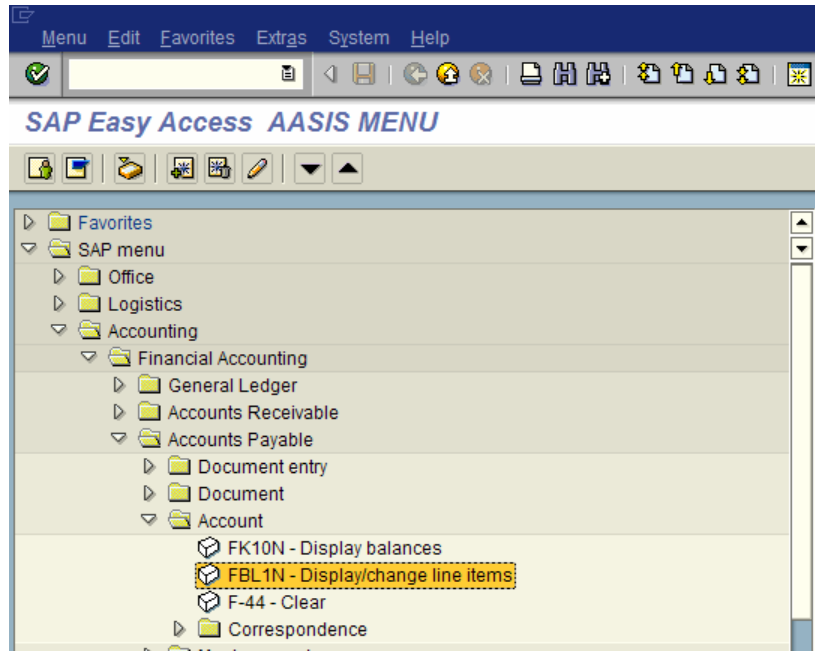
Accounts Payable Basics Invoice Verification Process

Reporting Handbook

AP Reporting

Vendor Line Item Display Report FBL1N

FBL1N can be used to display all transactions to a particular vendor. Selection for an agency without limiting the vendor selection causes the report to run very slowly. Vendor selection is recommended.



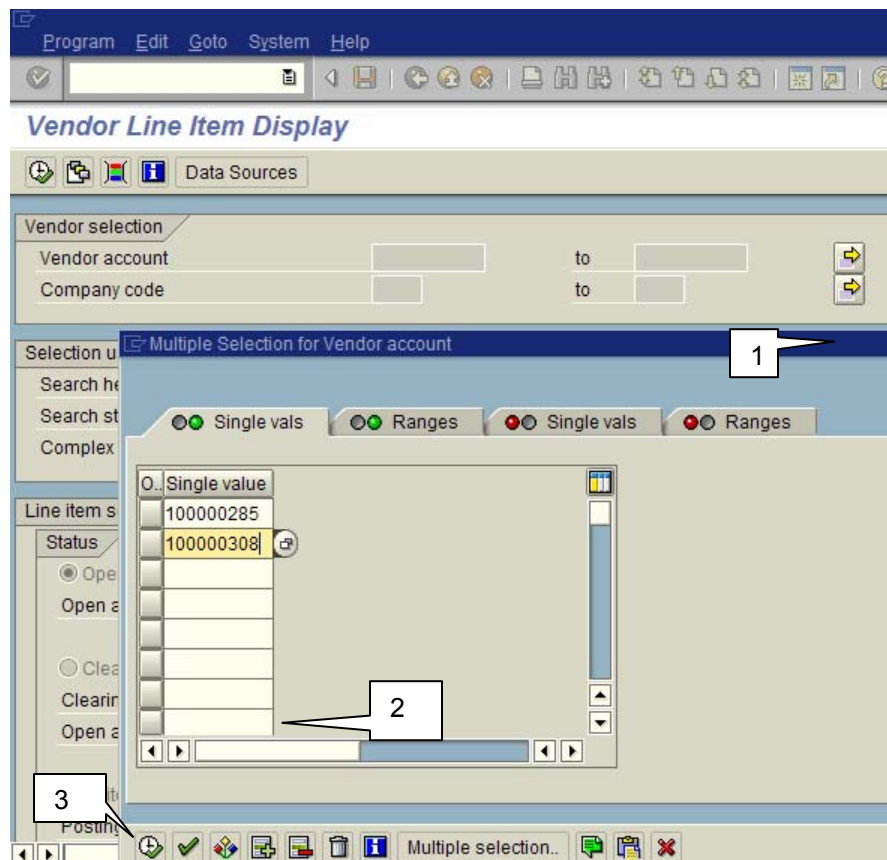
Accounts Payable Basics Invoice Verification Process Reporting Handbook AP Reporting

Selecting the Report

Select the vendor/s that you wish to view.

1. In this example, the multiple selection feature was used to pull in more than one vendor.
2. Type in the vendors that you wish to display.
3. Click the “Execute” icon.

Scroll down to continue the selection process.



Accounts Payable Basics Invoice Verification Process Reporting Handbook AP Reporting

In the “Line item selection” area, the report can be run to display just Open items, just Cleared items or All items. You must select “cleared” and “all” items by date.

4. Choose Normal items and Parked items.
5. Click the “dynamic selection” icon to specify your business area.

The screenshot shows the 'Vendor Line Item Display' window. The 'Line item selection' section has three radio buttons: 'Open items', 'Cleared items', and 'All items'. The 'All items' option is selected. Below it, the 'Posting date' is set to '01/01/2006' and the 'to' date is '03/10/2006'. The 'Type' section has five checkboxes: 'Normal items' (checked), 'Special G/L transactions' (unchecked), 'Noted items' (unchecked), 'Parked items' (checked), and 'Customer items' (unchecked). A callout box with the number '6' points to the 'Data Sources' button in the top toolbar. Another callout box with the number '4' points to the 'Normal items' checkbox.

6. Enter your business area and make any other desired selections. Press the enter key on your keyboard.
7. The report now shows one dynamic selection active.
8. Execute to continue.

The screenshot shows the 'Vendor Line Item Display' window after the report has been executed. The 'Assignment' section is visible, showing a list of fields: 'Document Number', 'Posting Date', 'Document Date', 'Currency', 'Document type', 'Business Area', and 'Payment method'. The 'Business Area' field is highlighted with a callout box containing the number '6' and the value '0610'. The '1 active' status is shown in the top toolbar. Callout boxes with numbers '7' and '8' point to the 'Data Sources' button and the 'Execute' button (a green arrow icon) respectively.

Accounts Payable Basics Invoice Verification Process Reporting Handbook AP Reporting

Double-click a line to view the document that created the line.

Click the down arrow to view the document that created the next line.

Document Edit Goto Extras Environment System Help

Display Document: Line Item 001

More data Withholding tax data

Vendor: 100000120 Cushy Tushy Office Furniture G/L Acc 2110001000
Company Code ARK 900 W. Ergonomic Avenue
State of Arkansas ASHEVILLE Doc. no. 51000178

Line Item 1 / Invoice / 31

Amount 3,811.10 USD
Tax code P1
W.tax base 0.00 USD W.tax exempt 3,811.10 W.Tax Code 00

Additional details

Bus. Area 0610
Disc. base 3,811.10 USD Disc. amount 0.00 USD
Payt terms NT15 Days/percent 15 0.000 % 0 0.000 % 0
Bline date 07/27/2006 Fixed
Pmnt block Invoice ref. / / 0
Payment cur.
Pmt Method W Pmt meth.spl.
Payment Ref.
Assignment 00510001782007
Text Long Text

Doc. # 51000178

Document Edit Goto Extras Environment System Help

Display Document: Line Item 001

More data Withholding tax data

Vendor: 100000120 Cushy Tushy Office Furniture G/L Acc 2110001000
Company Code ARK 900 W. Ergonomic Avenue
State of Arkansas ASHEVILLE Doc. no. 51000180

Line Item 1 / Invoice / 31

Amount 3,811.10 USD
Tax code P1
W.tax base 0.00 USD W.tax exempt 3,811.10 W.Tax Code 00

Additional details

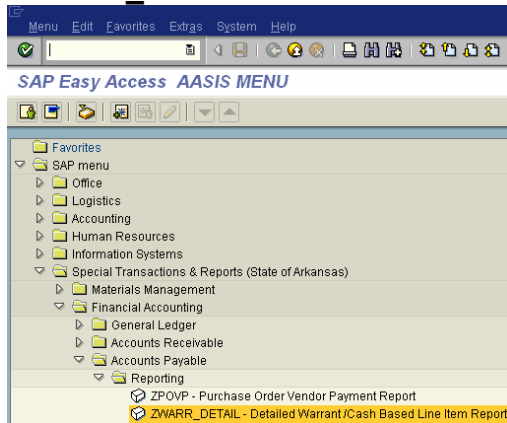
Bus. Area 0610
Disc. base 3,811.10 USD Disc. amount 0.00 USD
Payt terms NT15 Days/percent 15 0.000 % 0 0.000 % 0
Bline date 07/27/2006 Fixed
Pmnt block Invoice ref. / / 0
Payment cur.
Pmt Method W Pmt meth.spl.
Payment Ref.
Assignment 00510001802007
Text Long Text

Doc. # 51000180

You can keep clicking the down arrow until you have viewed all the documents.

Accounts Payable Basics Invoice Verification Process Reporting Handbook AP Reporting

ZWARR_DETAIL-Detailed Warrant/ Cash Based Line Item Report



This is the report to run to see cash based expenditures. This means that the expenditures are counted when the check is written or the warrant is cut or the money is transferred.

As well as being a line item list of expenditures for budget, this report can also be used to list payments to vendors.

Selecting the Report

This report has many selection options. The minimum amount of information to be entered for a report is business area and cash date range. Use the other fields to narrow the report selections down as desired.

Warrant Section:

Select by Agency, Payment method, Fiscal Year, Warrant Number, Encashment date (date the warrant was cashed) and Cash Date (the date of payment), or Void Date (the date the warrant was voided).

A screenshot of the 'CASH based info system Line item report' selection screen. The screen has a title bar with 'Program Edit Goto System Help'. Below the title bar is a toolbar with various icons. The main area is titled 'CASH based info system Line item report'. Below this is a 'Selection' tab. The selection criteria are listed in a table with columns for the field name, the value entered, and a 'to' field. The values entered are: Agency (0710), Payment method (W), Fiscal Year (2006), Warrant (blank), Encashment date (blank), Cash date (07/01/2005), and Void Date (blank). The 'to' fields are all blank. There are yellow arrow icons to the right of each row.

Accounts Payable Basics Invoice Verification Process Reporting Handbook AP Reporting

Document section:

Select by Document type, Reference, Source Document, Payment number, Document date, Posting date, or Assignment.

Document				
Document type	RE	to		
Reference		to		
Source Document		to		
Payment		to		
Document date		to		
Posting date		to		
Assignment		to		

Line section:

Select by Fund, Funds Center, Commitment item, GL account, Cost center, WBS element, or Internal order.

Line				
Fund	PWP2000	to		
Funds Center		to		
Commitment item		to		
G/L account		to		
Cost center	417013	to		
WBS		to		
Internal order		to		

Other section:

Select by Run ID, Vendor, Vendor city, or Vendor name.

Other				
Run ID		to		
Vendor		to		
Vendor city		to		
Vendor name		to		

Accounts Payable Basics Invoice Verification Process Reporting Handbook AP Reporting

Handling Voided Warrants section:

Select No void Warrants, Void and Normal Warrants together, or Only Voided Warrants.

Handling Voiced Warrants

- ☐ No void Warrants
- ☒ Void and Normal Warrants together
- ☐ Only Voiced Warrants

Processing Options section:

Choose the output as desired—List, Table, Graphs, ABC analysis, Download, Save with ID, STANDARD, Word Processing, or Excel.

Processing Options

☐ List

☐ Table

☐ Graphs

☐ ABC analysis

☐ Download

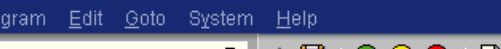
☐ Save with ID

☒ STANDARD

☐ Word Processing

☐ Excel

When the desired selections have been made, click the **Execute** button.



Program Edit Goto System Help

✓ [Document Icon] [Left Arrow] [Save Icon] [Refresh Icon] [Delete Icon] [Print Icon] [Zoom Icon]

CASH based info system Line item report

[Clock Icon] [Document Icon]

G/L account	to

Accounts Payable Basics Invoice Verification Process Reporting Handbook AP Reporting

Viewing the Report

CASH based info system Line item report

Payment method	Warrant	Fiscal Year	Print Date	Agency	Payment	Vendor	Source document	Fund	Funds Center	Commitment item	GL Account
W	610070846	2006	08/14/2005	0710	7012715348	100071852	51706954	PWP2000	896	502:00:02	5020003000
W	610106118	2006	08/30/2005	0710	7012808981	100024886	51716348	PWP2000	896	502:00:02	5050017000
W	610128284	2006	09/12/2005	0710	7012879784	100092432	51722514	PWP2000	896	502:00:02	5050017000
W	610132758	2006	09/13/2005	0710	7012887222	100089114	51723532	PWP2000	896	502:00:02	5020003000
W	610139365	2006	09/18/2005	0710	7012930732	100006464	51726103	PWP2000	896	502:00:02	5090006000
W	610163410	2006	09/27/2005	0710	7012968421	100006464	51732040	PWP2000	896	502:00:02	5090006000
W	610167172	2006	09/28/2005	0710	7012975653	100125175	51732798	PWP2000	896	502:00:02	5080022000
W	610173465	2006	10/02/2005	0710	7013017537	100089114	51734842	PWP2000	896	502:00:02	5020003000
W	610183425	2006	10/06/2005	0710	7013037924	100078451	51737848	PWP2000	896	502:00:02	5080011000
W	610183425	2006	10/06/2005	0710	7013037924	100078451	51737848	PWP2000	896	502:00:02	5080022000
W	610210006	2006	10/20/2005	0710	7013117620	100057250	51745585	PWP2000	896	502:00:02	1990160000
W	610223662	2006	10/27/2005	0710	7013176013	100006464	51749768	PWP2000	896	502:00:02	5090006000

Report lists Payment method, Warrant number, Fiscal Year, Posting Date, Agency number Payment number, Vendor account number, Source document number, Fund, Funds Center, Commitment Item, and GL Account. Scroll over to view more fields.

Line item report

Vendor Name	Doc. type	Doc. date	Posting Date	Line Amt	Cost Center	WBS Element	Order
CINGULAR WIRELESS LLC	RE	07/11/2005	08/11/2005	174.66	417013		107109U01
NATIONAL CITIZENS COALITION FOR NUR	RE	08/29/2005	08/29/2005	595.00	417013		107109U01
ARKANSAS ASSN OF AREA AGENCIES	RE	09/09/2005	09/09/2005	65.00	417013		107109U01
CINGULAR WIRELESS LBF	RE	08/11/2005	09/12/2005	176.36	417013		107109U01
CORP EXPRESS	RE	09/01/2005	09/16/2005	34.77	417013		107109U01
CORP EXPRESS	RE	09/06/2005	09/26/2005	21.19	417013		107109U01
HUNT SARA S	RE	09/16/2005	09/27/2005	800.00	417013		107109U01
CINGULAR WIRELESS LBF	RE	09/29/2005	10/01/2005	244.92	417013		107109U01
HAMPTON INN & SUITES	RE	09/14/2005	10/05/2005	1,137.01	417013		107109U01
HAMPTON INN & SUITES	RE	09/14/2005	10/05/2005	300.00	417013		107109U01
DELL MARKETING L P	RE	10/04/2005	10/19/2005	602.01	417013		107109U01
CORP EXPRESS	RE	10/17/2005	10/27/2005	12.84	417013		107109U01

You can view Vendor Name, Document type, Document date, Posting date, Line amount, Cost Center, WBS Element, and Internal Order. More display fields are available by clicking the layout button.

Accounts Payable Basics Invoice Verification Process Reporting Handbook AP Reporting

You may select items from the hidden fields column and move them to the displayed fields column to find more information.

Example:

DHHS Accountants want to view voided warrants and the void reason code for fund PWP5500 issued in the first half of FY 2006. They should make the following selection:

Warrant		
Agency	0710	to
Payment method	W	to
Fiscal Year	2006	to
Warrant		to
Encashment date		to
Cash date	07/01/2005	to 12/31/2005
Void Date		to

Line	
Fund	PWP5500
Funds Center	
Commitment item	
G/L account	
Cost center	
WBS	
Internal order	

Accounts Payable Basics Invoice Verification Process

Reporting Handbook

AP Reporting

Handling Voiced Warrants

☐ No void Warrants
☐ Void and Normal Warrants together
☒ Only Voiced Warrants

Processing Options

☐ List
☐ Table
☐ Graphs
☐ ABC analysis
☐ Download
☐ Save with ID

☒ STANDARD
☐ Word Processing
☐ Excel

When the report was executed, AASIS returned the following display:

CASH based info system Line item report

Payment method	Warrant	Fiscal Year	Print Date	Agency	Payment	Vendor	Source document	Fund	Funds Center	Commitment item	GL Account	Vendor Name
W	610001218	2006	07/06/2005	0710	7012476378	100029708	51692591	PWP5500	896	502.00:02	5080022000	MID SOUTH A
W	610004926	2006	07/10/2005	0710	7012522083	100029719	51692873	PWP5500	896	502.00:02	5030005000	HARDMAN LU
W	610004927	2006	07/10/2005	0710	7012522084	100029719	51692875	PWP5500	896	502.00:02	5030005000	HARDMAN LU
W	610009530	2006	07/12/2005	0710	7012534041	100029011	51693378	PWP5500	896	502.00:02	5080022000	JONESBORO
W	610009530	2006	07/12/2005	0710	7012534041	100029011	51693380	PWP5500	896	502.00:02	5080022000	JONESBORO
W	610013029	2006	07/13/2005	0710	7012540030	100051518	51694027	PWP5500	896	502.00:02	5090022000	DETRO INDU
W	610024040	2006	07/21/2005	0710	7012563602	9990343	51696569	PWP5500	896	502.00:02	5080022000	AR STATE PO
W	610033150	2006	07/26/2005	0710	7012614070	100001605	51698083	PWP5500	896	502.00:02	1990160000	DAN COOKS C
W	610033150	2006	07/26/2005	0710	7012614070	100001605	51698083	PWP5500	896	502.00:02	5090016000	DAN COOKS C
W	610033150	2006	07/26/2005	0710	7012614070	100001605	51698083	PWP5500	896	502.00:02	5090030000	DAN COOKS C
W	610045258	2006	07/31/2005	0710	7012633442	100029719	51692874	PWP5500	896	502.00:02	5030005000	HARDMAN LU
W	610085890	2006	08/23/2005	0710	7012778456	2017305	1000831072	PWP5500	896	502.00:02	5050001000	PAMELA A BO
W	610094893	2006	08/25/2005	0710	7012791815	100041390	51714411	PWP5500	896	502.00:02	5030005000	FASTENAL CO
W	610228104	2006	10/30/2005	0710	7013181553	9990281	51750505	PWP5500	896	502.00:02	5080019000	DFA VEHICLE
W	610231572	2006	10/31/2005	0710	7013186214	9990281	1000900800	PWP5500	896	502.00:02	5080019000	DFA VEHICLE
W	610231572	2006	10/31/2005	0710	7013186214	9990281	1000900800	PWP5500	896	502.00:02	5080019000	DFA VEHICLE
W	610249123	2006	11/08/2005	0710	7013217359	100048786	51755702	PWP5500	896	502.00:02	5080022000	PATHOLOGY I
W	610257116	2006	11/14/2005	0710	7013265895	100000195	51757537	PWP5500	896	502.00:02	5090022000	ALL AMERICA
W	610260438	2006	11/15/2005	0710	7013274493	100064985	1000916066	PWP5500	896	502.00:02	5020001000	U S POSTMAS
W	610290929	2006	12/01/2005	0710	7013360668	100048786	51766170	PWP5500	896	502.00:02	5080022000	PATHOLOGY I
W	610290930	2006	12/01/2005	0710	7013360669	100048786	51766173	PWP5500	896	502.00:02	5080022000	PATHOLOGY I
W	610326186	2006	12/19/2005	0710	7013450005	100024966	51776839	PWP5500	896	502.00:02	5050017000	ASSOCIATION

Accounts Payable Basics Invoice Verification Process Reporting Handbook AP Reporting

Scrolling over, note that the void date and the voiding reason code are missing from the report. To add it, click the layout button.

CASH based info system Line item report

Commitment item	G/L Account	Vendor Name	Doc. type	Doc. date	Posting Date	Line Amt	Cost Center	WBS Element	Order
502:00:02	5080022000	MID SOUTH APPLIANCE PARTS INC	RE	12/08/2004	07/06/2005	25.97	419339		10710MK72
502:00:02	5030005000	HARDMAN LUMBER COMPANY OF	RE	09/24/2004	07/07/2005	22.08	419234		10710MK72
502:00:02	5030005000	HARDMAN LUMBER COMPANY OF	RE	09/24/2004	07/07/2005	12.99	419234		10710MK72
502:00:02	5080022000	JONESBORO SUN, THE	RE	07/12/2005	07/12/2005	69.80	419255		10710MK01
502:00:02	5080022000	JONESBORO SUN, THE	RE	07/12/2005	07/12/2005	119.10	419255		10710MK01
502:00:02	5090022000	DETCO INDUSTRIES, INC.	RE	07/01/2005	07/12/2005	999.50	419187		10710MK04
502:00:02	5080022000	AR STATE POLICE IDENT BUREAU	RE	06/30/2005	07/21/2005	72.00	419221		10710MK01
502:00:02	1990160000	DAN COOKS OFFICE PRODUCTS PRINTERS	RE	07/07/2005	07/18/2005	1,480.00	419221		10710MK01
502:00:02	5090016000	DAN COOKS OFFICE PRODUCTS PRINTERS	RE	07/07/2005	07/18/2005	51.96	419221		10710MK01
502:00:02	5090030000	DAN COOKS OFFICE PRODUCTS PRINTERS	RE	07/07/2005	07/18/2005	107.80	419221		10710MK01
502:00:02	5030005000	HARDMAN LUMBER COMPANY OF	RE	09/24/2004	07/07/2005	74.95	419234		10710MK72
502:00:02	5050001000	PAMELA A BOWERS	KR	08/11/2005	08/22/2005	98.42	419142		10710CH01
502:00:02	5030005000	FASTENAL CO	RE	07/27/2005	08/25/2005	186.56	419210		10710MK83
502:00:02	5080019000	DFA VEHICLE LICENSE & RENEWAL	RE	10/24/2005	10/28/2005	32.75	419234		10710MK73
502:00:02	5080019000	DFA VEHICLE LICENSE & RENEWAL	KR	10/28/2005	10/31/2005	4.56	419101		10710G101
502:00:02	5080019000	DFA VEHICLE LICENSE & RENEWAL	KR	10/28/2005	10/31/2005	4.53	419113		10710G101
502:00:02	5080022000	PATHOLOGY LABORATORIES OF AR PA	RE	10/10/2005	11/08/2005	16.57	419160		10710MK01
502:00:02	5090022000	ALL AMERICAN POLY CORP	RE	10/27/2005	11/10/2005	626.00	419153		10710MK04
502:00:02	5020001000	U S POSTMASTER	KR	11/02/2005	11/15/2005	4,000.00	419151		10710MK01
502:00:02	5080022000	PATHOLOGY LABORATORIES OF AR PA	RE	11/07/2005	12/01/2005	7.88	419160		10710MK01
502:00:02	5080022000	PATHOLOGY LABORATORIES OF AR PA	RE	11/07/2005	12/01/2005	7.88	419160		10710MK01
502:00:02	5050017000	ASSOCIATION OF MATERNAL & CHILD HEA	RE	10/13/2005	12/19/2005	250.00	419391		10710J100
						= 8,271.30			

Use the left arrow to move the hidden columns to the display and press the Enter key.

Change layout

Columns Sort Order Filter View Display

Columns

Column Name

Payment method

Warrant

Fiscal Year

Print Date

Agency

Payment

Vendor

Source document

Fund

Funds Center

Column set

Column Name

WBS Description

Assignment number

Void reason code

Void date

Encashment date

Withholding Tax Code

Withholding Tax-Exempt Amt.

Currency

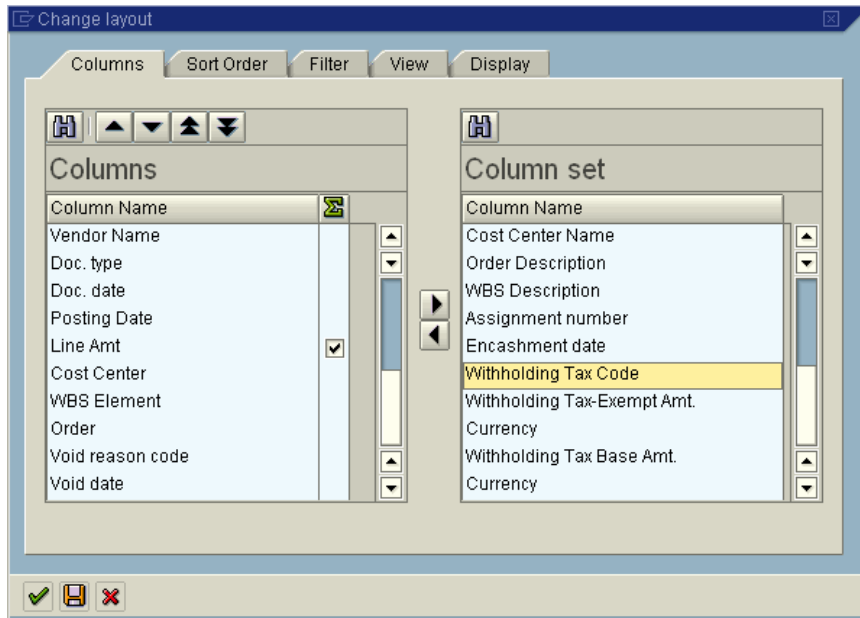
Withholding Tax Base Amt.

Currency

✓ ✎ ✕

Accounts Payable Basics Invoice Verification Process Reporting Handbook AP Reporting

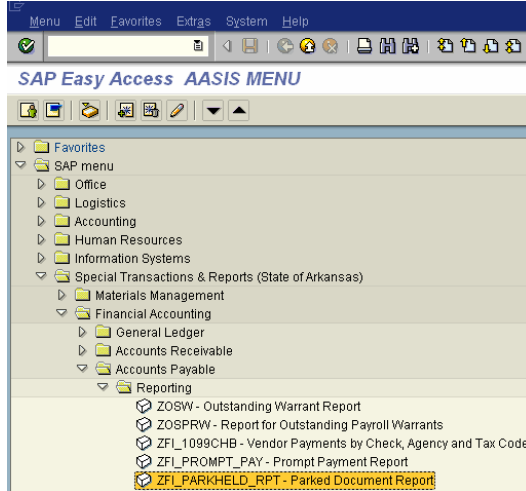
The selected items were moved to the end of the display. Use the arrows at the top of the display to move the columns around. When the display columns are in the order you want, click the green check.



The reason code and void date are now added to the display.

CASH based info system Line item report									
Vendor Name	Doc. type	Doc. date	Posting Date	Line Amt	Cost Center	WBS Element	Order	Void reason code	Void date
MID SOUTH APPLIANCE PARTS INC	RE	12/08/2004	07/06/2005	25.97	419339		10710MK72	05	08/09/2005
HARDMAN LUMBER COMPANY OF	RE	09/24/2004	07/07/2005	22.08	419234		10710MK72	05	08/09/2005
HARDMAN LUMBER COMPANY OF	RE	09/24/2004	07/07/2005	12.99	419234		10710MK72	05	08/01/2005
IONESBORO SUN, THE	RE	07/12/2005	07/12/2005	69.80	419255		10710MK01	05	09/19/2005
IONESBORO SUN, THE	RE	07/12/2005	07/12/2005	119.10	419255		10710MK01	05	09/19/2005
DETCO INDUSTRIES, INC.	RE	07/01/2005	07/12/2005	999.50	419187		10710MK04	05	08/12/2005
IR STATE POLICE IDENT BUREAU	RE	06/30/2005	07/21/2005	72.00	419221		10710MK01	05	09/06/2005
JAN COOKS OFFICE PRODUCTS PRINTERS	RE	07/07/2005	07/18/2005	1,480.00	419221		10710MK01	13	01/03/2006
JAN COOKS OFFICE PRODUCTS PRINTERS	RE	07/07/2005	07/18/2005	51.96	419221		10710MK01	13	01/03/2006
JAN COOKS OFFICE PRODUCTS PRINTERS	RE	07/07/2005	07/18/2005	107.80	419221		10710MK01	13	01/03/2006
HARDMAN LUMBER COMPANY OF	RE	09/24/2004	07/07/2005	74.95	419234		10710MK72	05	09/19/2005
AMELIA A BOWERS	KR	08/11/2005	08/22/2005	98.42	419142		10710CH01	05	10/28/2005
ASTENAL CO	RE	07/27/2005	08/25/2005	186.56	419210		10710MK83	05	10/13/2005
FA VEHICLE LICENSE & RENEWAL	RE	10/24/2005	10/28/2005	32.75	419234		10710MK73	05	11/09/2005
FA VEHICLE LICENSE & RENEWAL	KR	10/28/2005	10/31/2005	4.56	419101		10710G101	05	01/20/2006
FA VEHICLE LICENSE & RENEWAL	KR	10/28/2005	10/31/2005	4.53	419113		10710G101	05	01/20/2006
ATHOLOGY LABORATORIES OF AR PA	RE	10/10/2005	11/08/2005	16.57	419160		10710MK01	05	12/02/2005
LL AMERICAN POLY CORP	RE	10/27/2005	11/10/2005	626.00	419153		10710MK04	13	01/05/2006
J S POSTMASTER	KR	11/02/2005	11/15/2005	4,000.00	419151		10710MK01	05	12/02/2005
ATHOLOGY LABORATORIES OF AR PA	RE	11/07/2005	12/01/2005	7.88	419160		10710MK01	05	12/14/2005
ATHOLOGY LABORATORIES OF AR PA	RE	11/07/2005	12/01/2005	7.88	419160		10710MK01	05	12/14/2005
SSOCIATION OF MATERNAL & CHILD HEA	RE	10/13/2005	12/19/2005	250.00	419391		10710J100	05	02/27/2006

Accounts Payable Basics Invoice Verification Process Reporting Handbook AP Reporting Program For Parked Vendor Invoices ZFI_PARKHELD_RPT



This report will display Parked Vendor Invoices.

Selecting the Report

1. Narrow your search. In this example we entered “ARK” in the “Company code” field.
2. Enter your business area.
3. Enter the fiscal year.
4. Document types for invoices are KR for direct and RE for MIRO. Make an entry here or leave this field blank to bring up both types.

Scroll down to continue.

The screenshot shows the 'Report program for parked Vendor invoices' form. The form has a title bar with 'Program Edit Goto System Help' and a toolbar. The main area is titled 'PARKED DOCUMENTS REPORT'. It contains several input fields with numbered callouts:

- 1. Callout to the 'Company code' field, which contains 'ARK'.
- 2. Callout to the 'Business area' field, which contains '0610'.
- 3. Callout to the 'Fiscal year' field, which contains '2006'.
- 4. Callout to the 'Document type' field, which is empty.

Other fields include 'Accounting document number', 'Reference document number', 'Document status', 'Document date', 'Posting date', 'Entered by', 'Entry date', and 'Entry time'. Each field has a 'to' field next to it, and there are arrows on the right side of the form.

Accounts Payable Basics Invoice Verification Process Reporting Handbook AP Reporting

5. “Vendor Credit balances” will default. Leave as is.

Click the Execute button to continue.

The screenshot shows a SAP report selection screen. There are two radio buttons: 'Vendor Credit balances' (which is selected) and 'Invoice Line Item details'. A callout box with the number '5' points to the 'Vendor Credit balances' radio button. Below the radio buttons are navigation buttons (back, forward, search, etc.) and a search field.

Viewing the Report

This example shows that there are parked documents. It shows the user name, date and time entered, document number, and Ref. Doc. Number. The posting key “31” = Credit to the vendor and the posting key “40” = Debit to the expense. “H” stands for credit and “S” stands for debit.

The business area, fund, and funds center are displayed.

Scroll to the right to continue.

SAP

List Edit Goto Views Settings System Help

Report program for parked Vendor invoices

Doc. Date	Entered by	Posting date	Entered date	Entered Time	Document Number	Ref Doc Number	Itm	PK	Bus...	Fund	Fund Center	
03/07/2006	PNORR	03/07/2006	03/07/2006	11:12:43	1000000178	AAAA	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	11:13:44	1000000179	BBBC	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	11:13:44	1000000179	BBBC	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	11:19:44	1000000180	CCC	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	11:19:44	1000000180	CCC	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	11:21:28	1000000181	DDD	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	11:21:28	1000000181	DDD	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	11:49:19	1000000182	DDDD	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	11:49:19	1000000182	DDDD	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	12:03:54	1000000183	GGGG	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	12:03:54	1000000183	GGGG	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	12:04:55	1000000184	HHH	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	12:04:55	1000000184	HHH	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	12:05:35	1000000185	KKKK	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	12:05:35	1000000185	KKKK	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	12:06:33	1000000186	LLLL	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	12:06:33	1000000186	LLLL	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	12:07:22	1000000187	MMMM	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	12:07:22	1000000187	MMMM	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	12:08:04	1000000188	NNNN	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	12:08:04	1000000188	NNNN	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	12:08:46	1000000189	OOOO	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	12:08:46	1000000189	OOOO	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	12:09:43	1000000190	PPPP	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	12:09:43	1000000190	PPPP	1	40	S	0610	HSC6101	272
06/30/2006	CSVOLLMAN	06/30/2006	07/06/2006	09:09:09	51000187	JKL	1	31	H	0610		
				00:00:00	140 documents							

ETR (1) (514) sapeqs INS

You can view the amount, cost center, Internal Order or WBS element number, Sp. G/L assignment, vendor number and vendor name.

19

Accounts Payable Basics Invoice Verification Process

Reporting Handbook

AP Reporting

Payment List S_P99_41000099

This report lists items from a payment run and lets you know whether they were paid or not. It also gives you reasons for non payment.

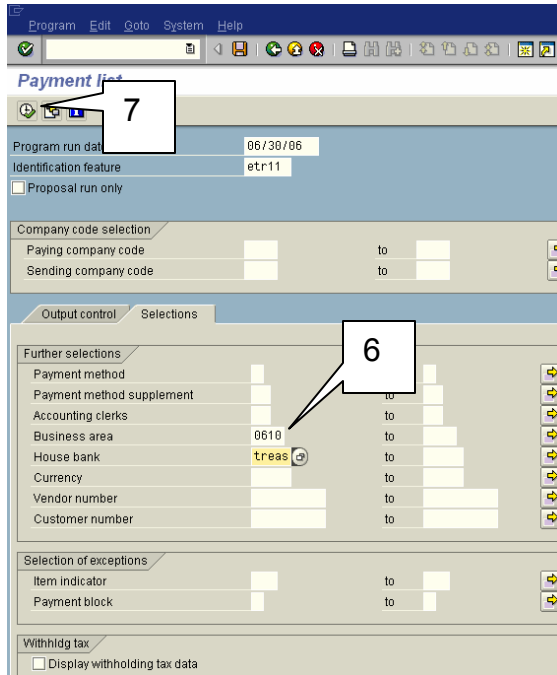
1. Enter the payment run date.
2. De-select proposal run only.
3. Optionally, you can use the match code to search for the identification feature (name of payment run).
4. Enter ARK in the payment company code.
5. Click the Selections tab.

The screenshot shows the 'Payment list' configuration window. The window has a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into several sections:

- Program run date:** 06/30/06 (Callout 1)
- Identification feature:** etr11 (Callout 3)
- Proposal run only:** ☐ (Callout 2)
- Company code selection:**
 - Paying company code:** ark (Callout 4)
 - Sending company code:** (empty)
- Output control:** Selections (Callout 5)
- Line item lists:**
 - Maximum no. of address lines:** 5
 - ☐ Summarize data
 - ☒ Paid documents
 - ☒ Exceptions
 - Display variant:** (empty)
- Totals lists:**
 - Totals by:**
 - ☒ Business areas
 - ☒ Cntries
 - ☒ Curr.
 - ☒ PmntMeth.
 - ☒ Banks
 - Display variant:**
 - Company code-specific:** (empty)
 - Cross-company code:** (empty)

Accounts Payable Basics Invoice Verification Process Reporting Handbook AP Reporting

6. Enter your Business Area and make other selections as desired.
7. Execute the report.



Payment list

Program run date: 06/30/06
 Identification feature: etr11
☐ Proposal run only

Company code selection
 Paying company code: to
 Sending company code: to

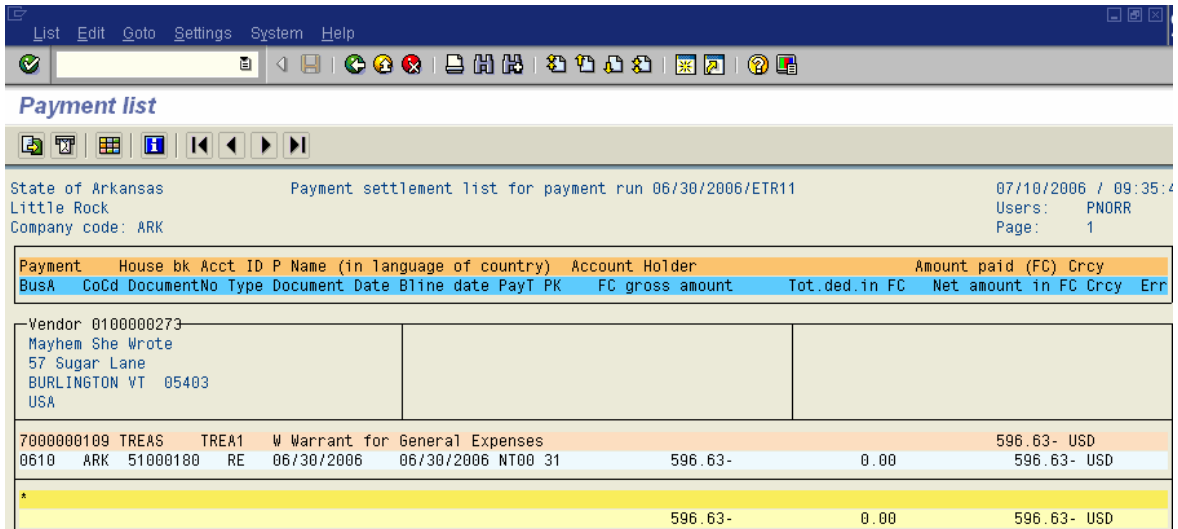
Output control Selections

Further selections
 Payment method: to
 Payment method supplement: to
 Accounting clerks: to
 Business area: 0610 to
 House bank: **treas** to
 Currency: to
 Vendor number: to
 Customer number: to

Selection of exceptions
 Item indicator: to
 Payment block: to

Withholding tax
☐ Display withholding tax data

The report displays a list of items from the payment run selected. If the item was paid, the amount and type of payment is indicated.



Payment list

State of Arkansas Payment settlement list for payment run 06/30/2006/ETR11 07/10/2006 / 09:35:4
 Little Rock Users: PNORR
 Company code: ARK Page: 1

Payment	House bk	Acct ID	P Name (in language of country)	Account Holder	Amount paid (FC)	Crcy
BusA	CoCd	DocumentNo	Type	Document Date	Bline date	PayT PK
Vendor 0100000273						
Mayhem She Wrote						
57 Sugar Lane						
BURLINGTON VT 05403						
USA						
7000000109	TREAS	TREA1	W Warrant for General Expenses		596.63-	USD
0610	ARK	51000180	RE	06/30/2006	06/30/2006 NT00 31	596.63- 0.00 596.63- USD
						596.63- 0.00 596.63- USD

Accounts Payable Basics Invoice Verification Process

Reporting Handbook

AP Reporting

ZVENDBANK Report

Use this report to find out if a vendor has a bank account and routing data set up in AASIS. Remember that the vendor must have this if you are paying by direct deposit. Use ZVENDBANK to find a vendor's bank account or determine the correct vendor if the bank account information is known.

The report displays the vendor number, name, address, tax information and payment method and bank account number. If the vendor is set up for direct deposit, there would be an "A" in the Pmnt meths column.

Vendor	Name 1	Street	City	PostalCode	Rg	Tax code 1	Tax code 2	Pmnt meths	Bank account
100000072	Friends of the Animals Vegetarian F	2212 North Carne Boulevard	SAN DIEGO	92101	CA		33-3330005	CW	22558899
100000078	Aardvaik to Zebra Supply Co.	5675 Chipmunk Trail	SAN DIEGO	92101	CA		33-3330008	CW	11554455
100000088	The Modern Zookeeper	89 Zoological Parkway	SAN DIEGO	92101	CA		33-3330013	CW	3322665599
100000089	Animal Tracks	44 N. Paws	SAN DIEGO	92101	CA		44-4440013	CW	3322665599

Accounts Payable Basics Invoice Verification Process

Reporting Handbook

AP Reporting

ZVENDTAXID Report

Access to this report is limited by security. This is a custom report that was created to allow need-to-know users access to view Tax ID information maintained for vendors.

Use ZVENDTAXID when searching for a vendor and the tax id is known but not the vendor number or the tax id is needed but unknown and you have the vendor number. Use also to verify that the selected vendor is the correct one on the event there are multiple vendors with the same name.

1. Be sure VEND or AGEN is the Vendor account group.
2. Enter at least one other search criteria to limit search.

Note: When using Name 1 field, wild character asterisk * may be used. Name 1 is a case sensitive field.

3. Click the Execute button.

The screenshot shows a software window titled "Taxid Search". At the top is a menu bar with "Program", "Edit", "Goto", "System", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window is divided into two sections: "Program selections" and "Further processing options".

Program selections

Vendor account group	VEND	to		➡
Account number of vendor or		to		➡
Name 1		to		➡
City	LITTLE ROCK	to		➡
Postal Code		to		➡
Tax number 1		to		➡
Tax number 2		to		➡
House number and street		to		➡

Further processing options

<input type="radio"/> No further processing	<input checked="" type="radio"/> Interactive list
<input type="radio"/> Display as table	<input type="radio"/> Word processing
<input type="radio"/> Graphics	<input type="radio"/> Spreadsheet
<input type="radio"/> ABC analysis	
<input type="radio"/> Executive Info System (EIS)	
<input type="radio"/> Additional query functions	
<input type="radio"/> File store	
<input type="radio"/> Save with ID	

Accounts Payable Basics Invoice Verification Process Reporting Handbook AP Reporting

The report displays the vendor number, name, address, tax information and payment method.

Payment methods: A – Automatic Payment (Direct Deposit); C – Check Payment; W - Warrant

SAP

List Edit Goto Views Settings System Help

Taxid Search

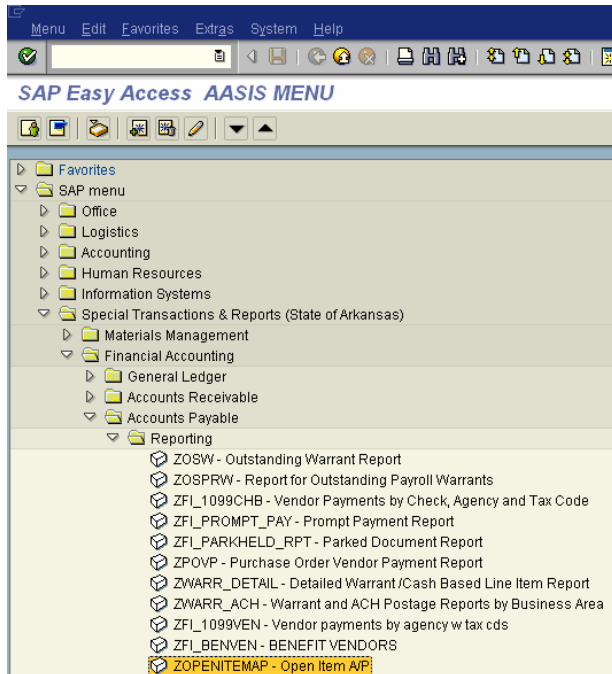
Vendor	Name 1	Street	City	PostalCode	Rg	Tax code 1	Tax code 2	Pmnt meths
100000001	CATT TEST	2 2nd STREET	LITTLE ROCK	72201	AR		00-0000000	CW
100000014	Smalltel Inc.	12 Smalltel Drive	LITTLE ROCK	72204	AR		11-1111120	CW
100000023	Old World Supply	124 Third St.	LITTLE ROCK	72203	AR		11-1111111	CW
100000024	Bank and Business	1295 Gil Road	LITTLE ROCK	72202	AR		22-2222222	CW
100000025	Ben and Franklin	101 Barrow Road	LITTLE ROCK	72202	AR		11-1111112	CW
100000026	Besser Office Supply	1000 Chenal Parkway	LITTLE ROCK	72203	AR		22-2222223	CW
100000027	Boise Cascade	523 Rodney Parhem	LITTLE ROCK	72203	AR		22-2222224	CW
100000028	Cantrell Supply	900 Cantrell Rd.	LITTLE ROCK	72203	AR		22-2222226	CW
100000029	Corporate Express	671 Brookwood Dr.	LITTLE ROCK	72201	AR		22-2222227	CW
100000030	K-Mart	5000 Pleasant Hills	LITTLE ROCK	72201	AR		22-2222228	CW
100000031	Printing Papers	7300 Skyline Dr.	LITTLE ROCK	72201	AR		22-2222229	CW
100000070	Ticketronic Ticket Printing	2121 Inkpot Ave.	LITTLE ROCK	72204	AR		33-3330004	CW
100000071	Calo-Cola Bottling Co.	2977 Carbo Rd.	LITTLE ROCK	72209	AR		44-4440004	CW
100000073	S. Keemo's Snow Cones	22 Sugar Plum Lane	LITTLE ROCK	72209	AR		44-4440005	CW
100000074	Our Town Water Works	234 Waterside Drive	LITTLE ROCK	72204	AR		33-3330006	CW
100000075	Supersolar Power Co.	2121 Sunshine Ave.	LITTLE ROCK	72205	AR		44-4440006	CW
100000076	Ruth's Café	2 Heffalump Lane	LITTLE ROCK	72204	AR		33-3330007	CW
100000084	Carnivorium Meat Market	2121 Tofu Ave.	LITTLE ROCK	72202	AR		33-3330011	CW

Accounts Payable Basics Invoice Verification Process

Reporting Handbook

AP Reporting

Open Item AP Report ZOPENITEMAP



This report will display all AP items that have been posted but have not been paid.

Selecting the Report

Narrow your search.

1. Enter the Document type. This report will show both direct vendor invoices and vendor invoices that are associated with purchase orders.
2. Enter the fiscal year
3. Enter your business area
4. Enter payment method “W” and “A”. This will display open vendor invoices that will pay with a warrant or ACH.

NOTE: To see open credit memos, the document type will be “KG”.

Click the Execute button to continue.

Accounts Payable Basics Invoice Verification Process Reporting Handbook AP Reporting

Program selections

Accounting document number		to	
Document type	KR	to	RE
Document date in document		to	
Posting date in the document		to	
Accounting document entry da		to	
Fiscal year	2006		
Business area	0610		
Account number of vendor or		to	
Baseline date for due date c		to	
Payment method	W	to	
Payment Block Key		to	
Terms of payment key		to	
Assignment number		to	
Fund		to	
User Name		to	
G/L Account Number		to	

Further processing options

☐ No further processing

Viewing The Report

You can view the fiscal year, vendor number, payment method, document number, MM number, item number, assignment number, posting date, document date and entry date. Scroll to the right to continue viewing.

Open item list for payment run

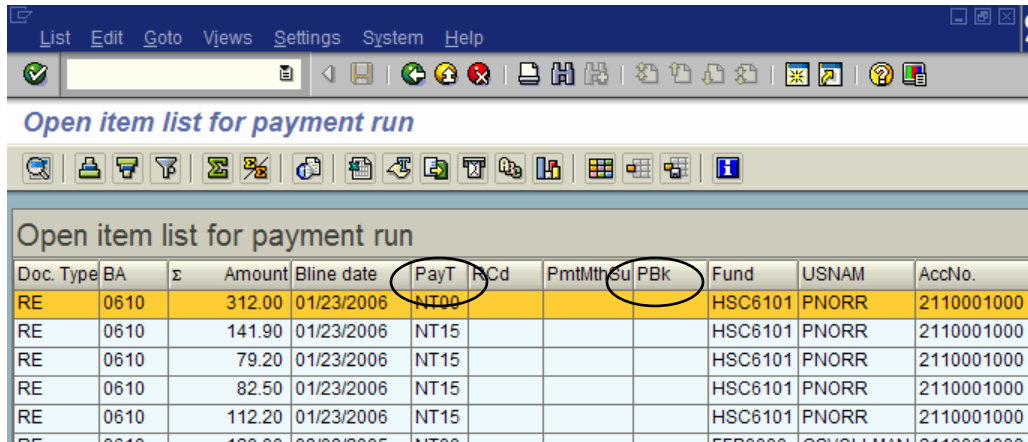
Year	Vendor	PM	Doc.no.	MM Number	Itm	Assignment	Pstg date	Doc. date	Entry dte
2006	100000051	W	51000101	000161	001	00510001012006	01/23/2006	01/23/2006	01/23/2006
2006	100000119	W	51000103	000163	001	00510001032006	01/23/2006	01/23/2006	01/23/2006
2006	100000119	W	51000104	000164	001	00510001042006	01/23/2006	01/23/2006	01/23/2006
2006	100000119	W	51000105	000165	001	00510001052006	01/23/2006	01/23/2006	01/23/2006
2006	100000119	W	51000106	000166	001	00510001062006	01/23/2006	01/23/2006	01/23/2006

This report shows the Document Type as “RE”, meaning the invoice was posted through the MIRO transaction. You can view the business area, amount, baseline date, and payment terms. You can also view the reason code, payment method supplement and payment block (if applicable). You can view the fund, the user name and the G/L account number.

NOTE: Look at the “Payment Terms” column and the “Payment Block” column to investigate why a vendor invoice has not paid. If the payment term

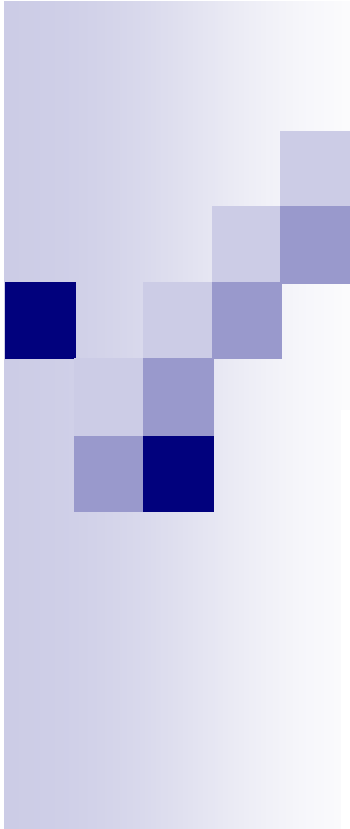
Accounts Payable Basics Invoice Verification Process Reporting Handbook AP Reporting

of the document is NT15 and the current date is less than 15 days from the baseline date, the vendor invoice is not ready for payment. If the document shows a payment block the document cannot pay until the block is removed. The document may be blocked because of a set tolerance or because the document is over \$100,000.



The screenshot shows the SAP 'Open item list for payment run' window. The window has a menu bar (List, Edit, Goto, Views, Settings, System, Help) and a toolbar with various icons. Below the toolbar is a sub-header 'Open item list for payment run'. The main area contains a table with the following columns: Doc. Type, BA, Σ, Amount, Bline date, PayT, PCD, PmtMth, Su, PBk, Fund, USNAM, and AccNo. The first row is highlighted in yellow and shows a document type 'RE', account '0610', amount '312.00', baseline date '01/23/2006', and status 'NT00'. The second row shows a document type 'RE', account '0610', amount '141.90', baseline date '01/23/2006', and status 'NT15'. The third row shows a document type 'RE', account '0610', amount '79.20', baseline date '01/23/2006', and status 'NT15'. The fourth row shows a document type 'RE', account '0610', amount '82.50', baseline date '01/23/2006', and status 'NT15'. The fifth row shows a document type 'RE', account '0610', amount '112.20', baseline date '01/23/2006', and status 'NT15'. The sixth row shows a document type 'RE', account '0610', amount '100.00', baseline date '01/23/2006', and status 'NT00'. The 'PayT' and 'PBk' columns are circled in the first row.

Doc. Type	BA	Σ	Amount	Bline date	PayT	PCD	PmtMth	Su	PBk	Fund	USNAM	AccNo.
RE	0610		312.00	01/23/2006	NT00					HSC6101	PNORR	2110001000
RE	0610		141.90	01/23/2006	NT15					HSC6101	PNORR	2110001000
RE	0610		79.20	01/23/2006	NT15					HSC6101	PNORR	2110001000
RE	0610		82.50	01/23/2006	NT15					HSC6101	PNORR	2110001000
RE	0610		112.20	01/23/2006	NT15					HSC6101	PNORR	2110001000
RE	0610		100.00	01/23/2006	NT00					HSC6101	PNORR	2110001000



Accounts Payable Basics – Logistics Invoice Verification Process

FM Reporting

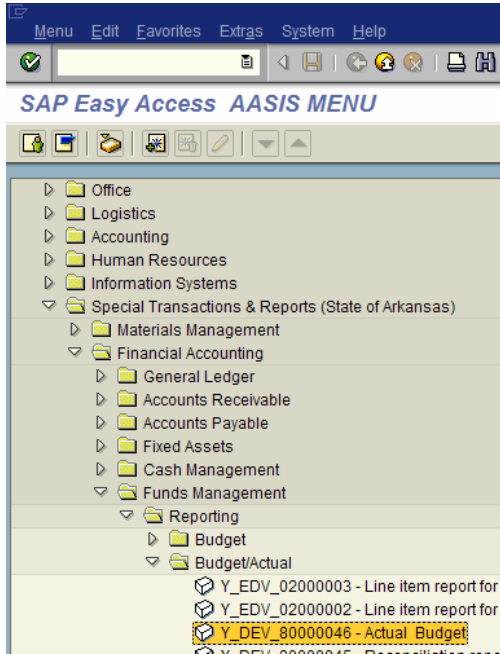
Accounts Payable Basics Invoice Verification Process

Reporting Handbook

FM Reporting

Actual Budget Report (Y_DEV_80000046)

This report is used to determine how much budget is available by fund, funds center, and commitment item.



Accounts Payable Basics Invoice Verification Process Reporting Handbook FM Reporting

Selecting the Report

1. Enter the fund. (You must enter either a fund or funds center.)
2. Key date must be a date within the year you are looking at.
3. Enter the funds center. (This is optional if you entered a fund.)
4. Be sure that default Year commitment item equals the fiscal year selection. FY and year commitment item must be the same.
5. Enter a commitment item if desired.
6. Agency from/CustFund is an optional field. You may enter the vendor number for your agency here.
7. The current fiscal year and periods 0 to 13 will select budget for the entire year. You may change this if you want to view a different period or range. Period 0 captures original budget loads and carry forward activities.
8. When all desired selections have been made, execute the report.

The screenshot shows a software window titled "Selection: Available Budget" with a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The window is divided into three main sections: "Standard selections", "Report selections", and "Output type".

- Standard selections:**
 - Fund: npt0104 (Callout 1)
 - Key date: 07/25/2005 (Callout 2)
 - Funds center: 986 (Callout 3)
 - Year commitment item: 2005 (Callout 4)
 - Variant: 000
 - Commitment item: 5020002 (Callout 5)
- Report selections:**
 - Agency from/CustFund: 998090000 (Callout 6)
 - Fiscal year: 2005 (Callout 6)
 - Period from: 1 (Callout 7)
 - Period to: 13 (Callout 7)
 - Special period 1: July
- Output type:**
 - ☐ Graphical report-output
 - ☒ Classic drilldown report

Callout 8 points to the "Classification" button in the top left corner of the window.

Accounts Payable Basics Invoice Verification Process

Reporting Handbook

FM Reporting

Viewing the Report

1. Click the plus signs or the expand icon to expand the report.
2. Original budgets, budget changes, commitments and expenditures and available budget are displayed.

Execute Available Budget: Overview

Current data (07/25/2005 15:24:43)

FM acct asst Displayed in	Original B 1 USD	Blocks 1 USD	Adjustment 1 USD	Adj. Appr. 1 USD	Commitm 1 USD	Expense 1 USD
ARK /NPT0104 /0900 /EXPENDITURES	0.00	0.00	0	0.00	0.00	0.00
ARK /NPT0104 /986 /EXPENDITURES	0.00	0.00	0	0.00	0.00	0.00
Total	0.00	0.00	55,555-	55,555.00	0.00	0.00

The first column indicates the fund, funds center, sub funds center, commitment item category, and commitment item.

ARK /NPT0104 /0900	/EXPENDITURES
ARK /NPT0104 /986	/EXPENDITURES
ARK /NPT0104 /986	/SALARYRELATED
ARK /NPT0104 /986	/OTHEREXPENDITURES
ARK /NPT0104 /986	/MISCELLANEOUS
ARK /NPT0104 /986	/590:00:44
ARK /NPT0104 /986	/590:00:46
ARK /NPT0104 /986A	/MISCELLANEOUS
ARK /NPT0104 /986A	/590:00:44

FM acct asst Displayed in	Original B 1 USD
ARK /NPT0104 /0900 /EXPENDITURES	1,448,885.00
ARK /NPT0104 /986 /EXPENDITURES	1,448,885.00
ARK /NPT0104 /986 /SALARYRELATED	277,775.00
ARK /NPT0104 /986 /OTHEREXPENDITURES	750,000.00
ARK /NPT0104 /986 /MISCELLANEOUS	250,000.00
ARK /NPT0104 /986 /590:00:44	100,000.00
ARK /NPT0104 /986 /590:00:46	150,000.00
ARK /NPT0104 /986A /MISCELLANEOUS	0.00
ARK /NPT0104 /986A /590:00:44	0.00

The Original Budget Column lists the original budget from the agency's appropriation act.

Accounts Payable Basics Invoice Verification Process Reporting Handbook FM Reporting

	Original B 1 USD	Blocks 1 USD
/EXPENDITURES	1,448,885.00	0.00
/EXPENDITURES	1,448,885.00	0.00
/SALARYRELATED	277,775.00	0.00
/OTHEREXPENDITURES	750,000.00	0.00
/MISCELLANEOUS	250,000.00	0.00
/590:00:44	100,000.00	0.00
/590:00:46	150,000.00	0.00
/MISCELLANEOUS	0.00	0.00

Blocks are deferments or reductions to budget. These are usually used to reduce the budget to make it equal the amount of funding.

Any other adjustments made to the budget will appear in the adjustment column.

	Original B 1 USD	Blocks 1 USD	Adjustment 1 USD
/EXPENDITURES	1,448,885.00	0.00	0
/EXPENDITURES	1,448,885.00	0.00	0
/SALARYRELATED	277,775.00	0.00	0
/OTHEREXPENDITURES	750,000.00	0.00	0
/MISCELLANEOUS	250,000.00	0.00	100,000
/590:00:44	100,000.00	0.00	100,000
/590:00:46	150,000.00	0.00	0

	Original B 1 USD	Blocks 1 USD	Adjustment 1 USD	Adj. Appr. 1 USD
/EXPENDITURES	1,448,885.00	0.00	0	1,448,885.00
/EXPENDITURES	1,448,885.00	0.00	0	1,448,885.00
/SALARYRELATED	277,775.00	0.00	0	277,775.00
/OTHEREXPENDITURES	750,000.00	0.00	0	750,000.00
/MISCELLANEOUS	250,000.00	0.00	100,000	150,000.00
/590:00:44	100,000.00	0.00	100,000	0.00
/590:00:46	150,000.00	0.00	0	150,000.00
/MISCELLANEOUS	0.00	0.00	0	0.00
/590:00:44	0.00	0.00	0	0.00
/MAINT-OPERATIONS	171,110.00	0.00	100,000-	271,110.00
/502:00:02	55,555.00	0.00	0	55,555.00
/505:00:09	60,000.00	0.00	0	60,000.00
/506:00:10	55,555.00	0.00	0	55,555.00
/MAINT-OPERATIONS	0.00	0.00	100,000-	100,000.00
/502:00:02	0.00	0.00	50,000-	50,000.00
/506:00:10	0.00	0.00	50,000-	50,000.00
	1,448,885.00	0.00	0	1,448,885.00

The Adjusted Appropriation is a calculated amount that nets Original Budget, Blocks, and Adjustments.

FM acct asst Displayed in	Commitm 1 USD
ARK /NPT0104 /0900 /EXPENDITURES	11,000.00
ARK /NPT0104 /986 /EXPENDITURES	11,000.00
ARK /NPT0104 /986 /SALARYRELATED	0.00
ARK /NPT0104 /986 /OTHEREXPENDITURES	0.00
ARK /NPT0104 /986 /MISCELLANEOUS	0.00
ARK /NPT0104 /986 /590:00:44	0.00
ARK /NPT0104 /986 /590:00:46	0.00
ARK /NPT0104 /986A /MISCELLANEOUS	0.00
ARK /NPT0104 /986A /590:00:44	0.00
ARK /NPT0104 /986 /MAINT-OPERATIONS	11,000.00
ARK /NPT0104 /986 /502:00:02	11,000.00
ARK /NPT0104 /986 /505:00:09	0.00
ARK /NPT0104 /986 /506:00:10	0.00
ARK /NPT0104 /986A /MAINT-OPERATIONS	0.00
ARK /NPT0104 /986A /502:00:02	0.00
ARK /NPT0104 /986A /506:00:10	0.00
Total	11,000.00

Commitments are outstanding purchase requisitions, purchase orders, and invoices which have not had a payment.

The Expense column contains the budget expenditures—amounts of actual payments.

	Expense 1 USD
/EXPENDITURES	0.00
/EXPENDITURES	0.00
/SALARYRELATED	0.00
/OTHEREXPENDITURES	0.00
/MISCELLANEOUS	0.00
86 /590:00:44	0.00

Accounts Payable Basics Invoice Verification Process Reporting Handbook FM Reporting

FM acct asst Displayed in	Adj. Appr. 1 USD	Commitm 1 USD	Expense 1 USD	Available 1 USD
ARK /NPT0104 /0900 /EXPENDITURES	1,448,885.00	11,000.00	0.00	1,437,885
ARK /NPT0104 /986 /EXPENDITURES	1,448,885.00	11,000.00	0.00	1,437,885

Available Budget is the net of Adjusted Appropriation, Commitments, and Expense.

Note: If the all of the columns are not visible on your screen, click the right arrow to view the next page.

FM acct asst	Displayed in	Available 1 USD
ARK /NPT0104 /0900	/EXPENDITURES	0
ARK /NPT0104 /986	/EXPENDITURES	0
ARK /NPT0104 /986	/MAINT-OPERATIONS	0
ARK /NPT0104 /986	/502:00:02	55,555
Total		55,555

Actual Budget Report Drill Down

To drill down to line items in the budget report, select the amount for which you want to view detail. Select Extras> Line Items from the blue menu bar. The line items making up the amount will be displayed.

Original B 1 USD	Blocks 1 USD	Adjustment 1 USD	Adj. Appr. 1 USD	Commitm 1 USD
4,000,000.00	0.00	0	4,000,000.00	6,091.31
4,000,000.00	0.00	0	4,000,000.00	6,091.31
4,000,000.00	0.00	0	4,000,000.00	6,091.31
1,000,000.00	0.00	0	1,000,000.00	1,522.25
1,000,000.00	0.00	0	1,000,000.00	4,569.06
1,000,000.00	0.00	0	1,000,000.00	0.00
1,000,000.00	0.00	0	1,000,000.00	0.00
Total	4,000,000.00	0.00	4,000,000.00	6,091.31

Accounts Payable Basics Invoice Verification Process Reporting Handbook FM Reporting

Commitment/Actual Line Items by Document Number

09/16/2005 15:26:11

RefDocNo	Item	FM pstg d.	Value type	Amt type	Curr.	Pymt Bdgt	Text	Cmmt item
1000785442	4	07/05/2005	Invoices	Original	USD	112.94	Rent for Dislocated Work Water Cooler	502:00:02
		07/06/2005		Reduction	USD	112.94	Rent for Dislocated Work Water Cooler	502:00:02
	4				USD			
1000785442					USD			
1000787910	2	07/07/2005		Original	USD	2,031.67	Bldg Rent - July	502:00:02
				Reduction	USD	2,031.67	Bldg Rent - July	502:00:02
	2				USD			
1000787910					USD			
1000788401	2	07/07/2005		Original	USD	205.02	Copier payment-July (Contract # SP-04-1113 Konica)	502:00:02
				Reduction	USD	205.02	Copier payment-July (Contract # SP-04-1113 Konica)	502:00:02
					USD			

Note: There is no line item drill down capability in the Adjustment column. To view budget changes, drill down in the Adjusted Appropriation column.

Accounts Payable Basics Invoice Verification Process Reporting Handbook FM Reporting

Open Commitment Items (ZCMT)

You can use the ZCMT report to view commitment line items for the budget.

Selecting the Report

Enter Transaction ZCMT in the command field. There is no menu path.

1. Enter the Fiscal Year.
2. To match the line items to the commitments in the actual budget report, enter the fund, funds center and commitment item.
3. Execute the report.

Open Commitment Item Report

Document selection

☒ MM related documents
☒ FI invoices

Fiscal Year: 2006 to
Fund: npt0104 to
Funds Center: 986 to
Commitment item: 5020002 to
Functional Area: to
Requisition: to
Purchase Order: to
Invoice: to
Completion indicator: to
Deletion indicator: to
Fiscal year change status: to
Period: to
FM posting date: to
Cost Center: to
Order: to
WBS Element: to
Vendor: to
Paymt status: to

Viewing the Report

The report displays line items of outstanding commitments from the Funds Management tables.

Open Commitment Item Report

CSVOLLMAN 02/15/2006 08:59:23

RefDocNo	Rfltm	FM pstg d.	Val type text	z Commitm.	Text	Fund	Funds Center	Commitment item	...
1000000640	10	08/22/2005	Purchase Requisitions	0.00	POND REPAIRS	NPT0104	986	502:00:02	
1000000641	10	08/22/2005	Purchase Requisitions	5,000.00	Fake Rocks	NPT0104	986	502:00:02	
1000000642	10	08/22/2005	Purchase Requisitions	0.00	Paint	NPT0104	986	502:00:02	
4500000462	10	08/22/2005	Purchase Orders	5,000.00	POND REPAIRS	NPT0104	986	502:00:02	
4500000463	10	08/22/2005	Purchase Orders	1,000.00	Paint	NPT0104	986	502:00:02	
				11,000.00					

Accounts Payable Basics Invoice Verification Process

Reporting Handbook

FM Reporting

Commitment Balances

The balances of outstanding commitments by fund/funds center/commitment item for MM related documents and FI invoices plus any earmarked funds documents are equal to the commitment balances on the Y_DEV_80000046 report.

Report Edit Goto Navigate Extras Settings System Help

Execute Available Budget: Overview

Available Budget Current data (02/15/2006)

Navigation

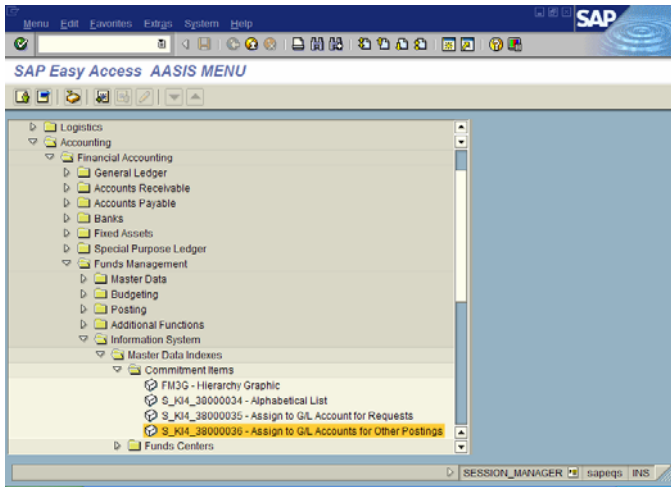
Functional Area
Period
Customer for fund
Cost Center

FM acct asst Displayed in	Original B 1 USD	Blocks 1 USD	Adjustment 1 USD	Adj. Appr. 1 USD	Commitm 1 USD
ARK /NPT0104 /0900 /EXPENDITURES	0.00	0.00	0	0.00	11,000.00
ARK /NPT0104 /986 /EXPENDITURES	0.00	0.00	0	0.00	11,000.00
Total	55,555.00	0.00	0	55,555.00	11,000.00

Accounts Payable Basics Invoice Verification Process Reporting Handbook FM Reporting

Viewing Commitment Items

Use transaction code S_KI4_38000036 to get a list of commitment items and their assigned GL codes.

A screenshot of the SAP transaction 'Assign Commitment Items to G/L Accounts'. The screen is divided into two main sections: 'Report object' and 'Selection parameters'.
Report object section:
- Company code: ARK
- G/L account: (empty)
- Authorization group: (empty)
- Field status group: (empty)
- G/L accounts with commt items: ☒
- G/L acct's w/o commitment items: ☐
Selection parameters section:
- FM area: (empty)
- Fiscal year: 2006
- Commitment item: 50200002 (highlighted in yellow)
- Financial transaction: (empty)
- Item category: (empty)
- Postable: (empty)
- Commt items w/o G/L accounts: ☐

Enter a GL account in the Report Objects section to find out what commitment item it is assigned to.

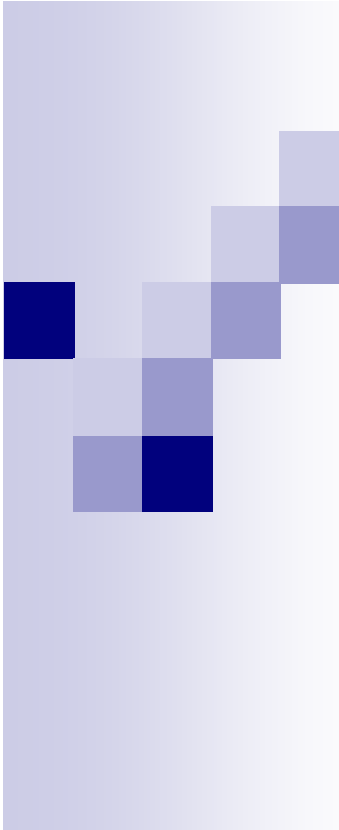
Enter a commitment item in the Selection parameters section to get a list of the GL codes assigned to it.

Accounts Payable Basics Invoice Verification Process Reporting Handbook FM Reporting

CoCd	G/L Acct	Short text	G/L acct long text	Cmmt item	Tx	Stat CI	FMA	Year	Client
ARK	1150001000	Inventory	Inventory	502.00:02	*		ARK	2006	512
ARK	1190001000	Prepaid Exp - Travel	Prepaid Expenses - Travel	502.00:02			ARK	2006	512

A star in the Tx box indicates the GL Account is tax relevant.

A star in the Stat CI box indicates that the commitment item is statistical.

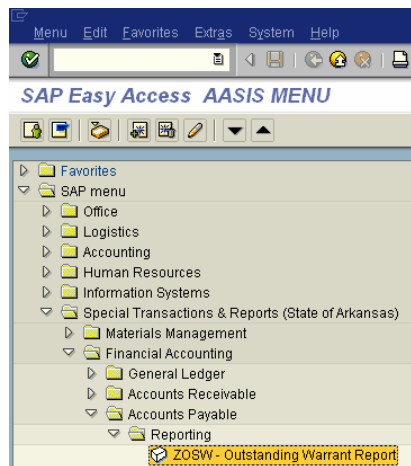


Accounts Payable Basics – Logistics Invoice Verification Process

CM Reporting

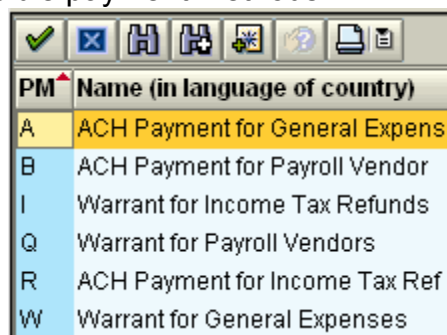
Accounts Payable Basics Invoice Verification Process Reporting Handbook CM Reporting

Outstanding Warrant Report ZOSW



1. Narrow down the selection as desired. The Fiscal year and payment method are required fields.

Possible payment methods:



2. You can specify Business Area, Warrant Number, Vendor, Assignment, Order, WBS Element, Fund, and Issue date.
3. When you have made your selections, click the Execute button.

The screenshot shows the 'Outstanding Warrants' report processing options screen. The fields are as follows:

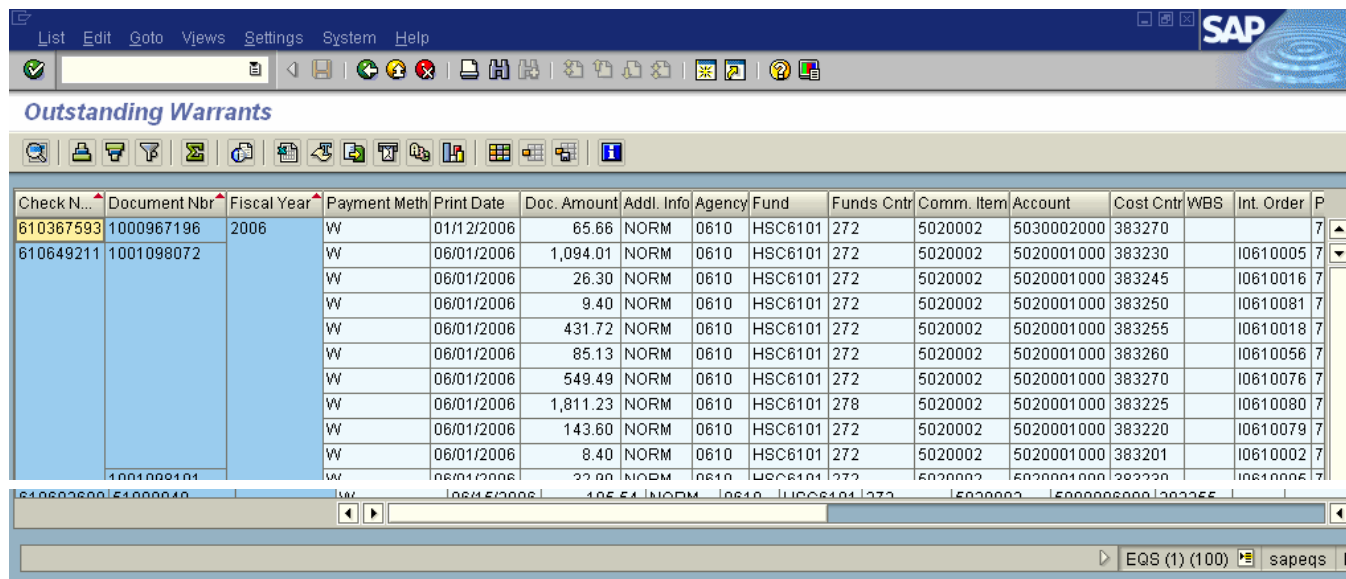
Processing Options				
Fiscal Year	2007	to		
Business Area	0610	to		
Payment Method	W	to		
Warrant Number		to		
Vendor		to		
Assignment		to		
Order		to		
WBS Element		to		
Fund	HSC6101	to		
Issue Date		to		

Accounts Payable Basics Invoice Verification Process Reporting Handbook CM Reporting

The report displays a list of outstanding warrants.

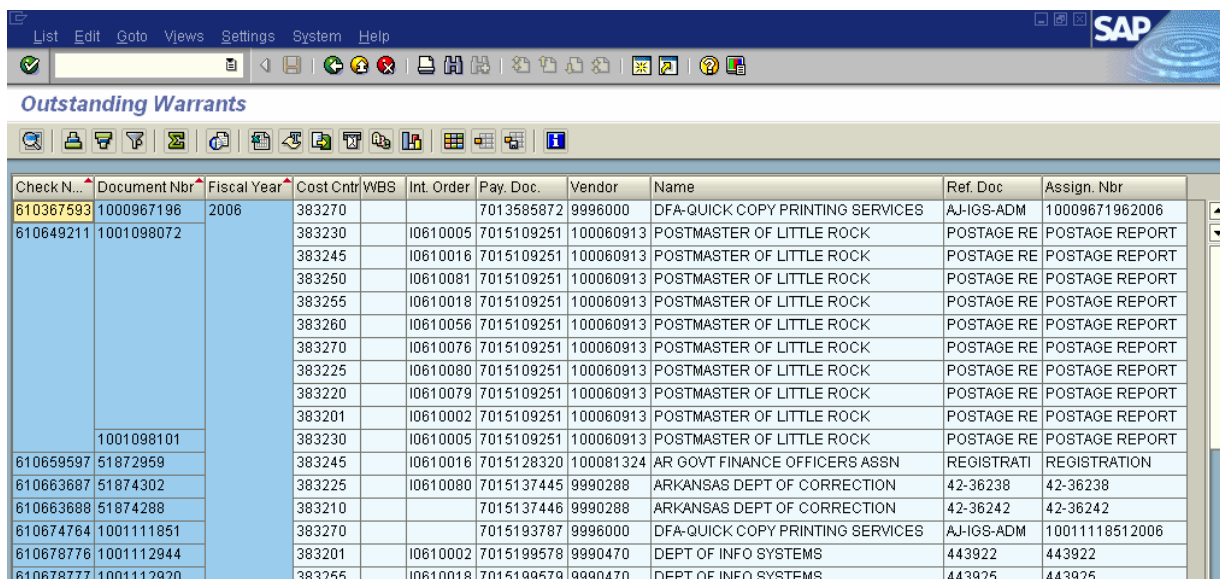
You can view the warrant number, document number, fiscal year, Payment method, print date, Amount, Additional info, Agency, Fund, Funds Center, Commitment Item, GL Account number, Cost Center, WBS Element and Internal Order numbers.

Scroll over to see more of the report.



Check N...	Document Nbr	Fiscal Year	Payment Meth	Print Date	Doc. Amount	Addl. Info	Agency	Fund	Funds Cntr	Comm. Item	Account	Cost Cntr	WBS	Int. Order	P
610367593	1000967196	2006	W	01/12/2006	65.66	NORM	0610	HSC6101	272	5020002	5030002000	383270			7
610649211	1001098072		W	06/01/2006	1,094.01	NORM	0610	HSC6101	272	5020002	5020001000	383230		10610005	7
			W	06/01/2006	26.30	NORM	0610	HSC6101	272	5020002	5020001000	383245		10610016	7
			W	06/01/2006	9.40	NORM	0610	HSC6101	272	5020002	5020001000	383250		10610081	7
			W	06/01/2006	431.72	NORM	0610	HSC6101	272	5020002	5020001000	383255		10610018	7
			W	06/01/2006	85.13	NORM	0610	HSC6101	272	5020002	5020001000	383260		10610056	7
			W	06/01/2006	549.49	NORM	0610	HSC6101	272	5020002	5020001000	383270		10610076	7
			W	06/01/2006	1,811.23	NORM	0610	HSC6101	278	5020002	5020001000	383225		10610080	7
			W	06/01/2006	143.60	NORM	0610	HSC6101	272	5020002	5020001000	383220		10610079	7
			W	06/01/2006	8.40	NORM	0610	HSC6101	272	5020002	5020001000	383201		10610002	7
			W	06/01/2006	22.00	NORM	0610	HSC6101	272	5020002	5020001000	383230		10610006	7

You can view payment document number, vendor number and name, reference, and assignment number.



Check N...	Document Nbr	Fiscal Year	Cost Cntr	WBS	Int. Order	Pay. Doc.	Vendor	Name	Ref. Doc	Assign. Nbr
610367593	1000967196	2006	383270			7013585872	9996000	DFA-QUICK COPY PRINTING SERVICES	AJ-IGS-ADM	10009671962006
610649211	1001098072		383230		10610005	7015109251	100060913	POSTMASTER OF LITTLE ROCK	POSTAGE RE	POSTAGE REPORT
			383245		10610016	7015109251	100060913	POSTMASTER OF LITTLE ROCK	POSTAGE RE	POSTAGE REPORT
			383250		10610081	7015109251	100060913	POSTMASTER OF LITTLE ROCK	POSTAGE RE	POSTAGE REPORT
			383255		10610018	7015109251	100060913	POSTMASTER OF LITTLE ROCK	POSTAGE RE	POSTAGE REPORT
			383260		10610056	7015109251	100060913	POSTMASTER OF LITTLE ROCK	POSTAGE RE	POSTAGE REPORT
			383270		10610076	7015109251	100060913	POSTMASTER OF LITTLE ROCK	POSTAGE RE	POSTAGE REPORT
			383225		10610080	7015109251	100060913	POSTMASTER OF LITTLE ROCK	POSTAGE RE	POSTAGE REPORT
			383220		10610079	7015109251	100060913	POSTMASTER OF LITTLE ROCK	POSTAGE RE	POSTAGE REPORT
			383201		10610002	7015109251	100060913	POSTMASTER OF LITTLE ROCK	POSTAGE RE	POSTAGE REPORT
	1001098101		383230		10610005	7015109251	100060913	POSTMASTER OF LITTLE ROCK	POSTAGE RE	POSTAGE REPORT
610659597	51872959		383245		10610016	7015128320	100081324	AR GOVT FINANCE OFFICERS ASSN	REGISTRATI	REGISTRATION
610663687	51874302		383225		10610080	7015137445	9990288	ARKANSAS DEPT OF CORRECTION	42-36238	42-36238
610663688	51874288		383210			7015137446	9990288	ARKANSAS DEPT OF CORRECTION	42-36242	42-36242
610674764	1001111851		383270			7015193787	9996000	DFA-QUICK COPY PRINTING SERVICES	AJ-IGS-ADM	10011118512006
610678776	1001112944		383201		10610002	7015199578	9990470	DEPT OF INFO SYSTEMS	443922	443922
610678777	1001112920		383255		10610018	7015199579	9990470	DEPT OF INFO SYSTEMS	443925	443925

Accounts Payable Basics Invoice Verification Process

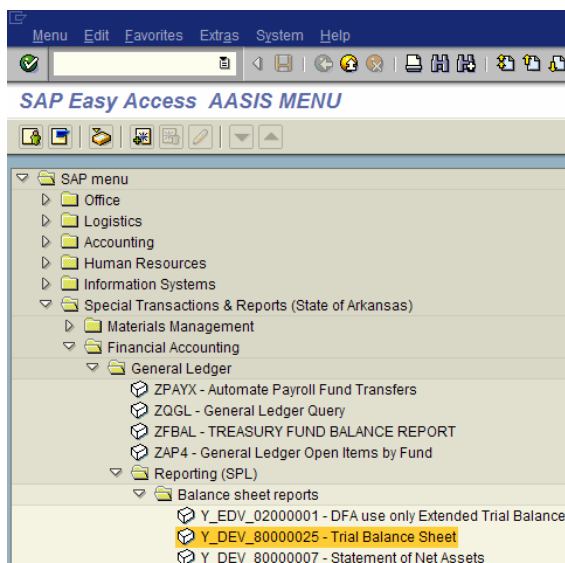
Reporting Handbook

CM Reporting

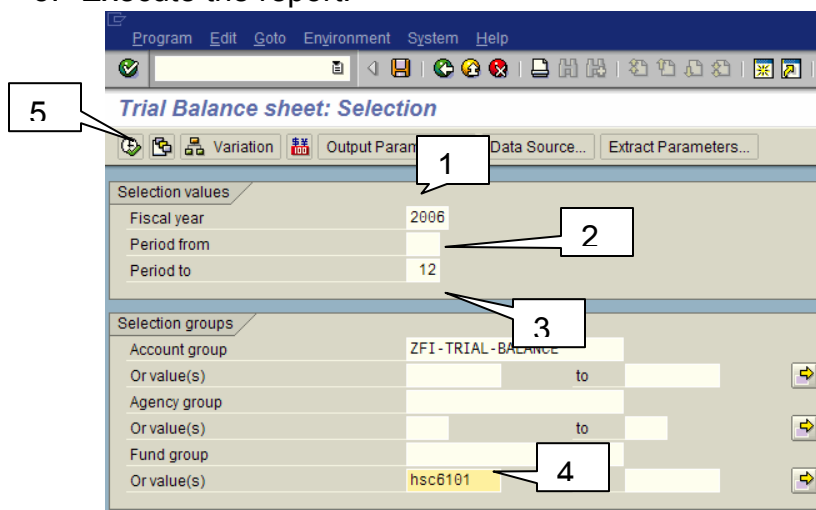
Trial Balance Y_DEV_80000025

The trial balance is a report by fund in the Special Purpose Ledger. It gives accounts and balances for a specified period. It includes the balance sheet accounts (assets, liabilities, and fund equity) and also the income statement accounts (revenue, expenses, other).

Items of most interest to Accounts Payable users are the Goods Receipt/ Invoice Receipt account, the Vendor accounts payable account, the available cash account, accrued use tax, and the asset and expense accounts.



1. Select the fiscal year
2. To bring in the correct balance sheet balances, the period from selection should be zero or blank.
3. The period to selection should be the current period or period 12.
4. Either select the Business Area in the “or values” field under agency group to view all funds for the agency or select the fund that you want to view in the “or values” field under Fund group.
5. Execute the report.



Accounts Payable Basics Invoice Verification Process Reporting Handbook CM Reporting

The report is displayed.

1. The cash available to spend balance tells you the amount that you can pay out in invoices. If your invoices will exceed the cash available line, AASIS will not pay them.
2. Fixed asset accounts represent items owned by the fund.
3. The vendor AP balance tells you the amount of money that has been invoiced and is owed to vendors.
4. The GR/IR clearing balance tells you the amount of goods receipts that have not had invoices entered.
5. The Use tax payable accrual line tells you the amount of money that this fund owes in use taxes to DFA-Revenue.

Agency: *
Fund: HSC6101
Period: 0..12

	Debit	Credit	Balance
1000063001 CJ SOS 0063 # 001	280.00	(280.00)	0.00
** Cash On Hand	280.00	(280.00)	0.00
1100001001 Treasury Outgoing	0	(534,370.79)	(534,370.79)
1100001003 Treasury EFT Out	0	(21,531.07)	(21,531.07)
1100001006 Treasury Infrs In	1,100,000.00	0	1,100,000.00
* Cash Available to Spend	1,100,000.00	(555,901.86)	544,098.14
1100001002 Treasury Incoming	826,200.00	0	826,200.00
* Deposits in Transit	826,200.00	0	826,200.00
* Cash in State Treasury	1,926,200.00	(555,901.86)	1,370,298.14
1130001000 Customer AR	36,189.86	(290.00)	35,899.86
** Customer Receivables	36,189.86	(290.00)	35,899.86
1140003000 DT/DF Clearing	8,500.00	(102,034.92)	(93,534.92)
** Interfund Receivable	8,500.00	(102,034.92)	(93,534.92)
1990130000 Buildings (Modified)	271,000.00	0	271,000.00
1990150000 Equipment (Modified)	662,367.25	(7,624.00)	654,743.25
1990151000 Equipment (Mod Contra)	0	(2.00)	(2.00)
** Modified Accrual Fixed Assets	933,367.25	(7,626.00)	925,741.25
1991340000 Buildings Full CAFR	271,000.00	0	271,000.00
1991341000 Buildings (F Contra)	0	(271,000.00)	(271,000.00)
1991360000 Equipment Full CAFR	647,702.00	0	647,702.00
1991361000 Equip. F Contra CAFR	0	(681,502.00)	(681,502.00)
1992300000 AC Dep Bldg (Full)	0	(6,775.00)	(6,775.00)
1992500000 AC Dep Equipmt (Full)	0	(99,807.89)	(99,807.89)
** Full Accrual Fixed Assets	918,702.00	(1,059,084.89)	(140,382.89)
2110001000 Vendor AP	262,536.46	(270,253.96)	(7,717.50)
2111001000 GRIR Clearing	168,262.28	(1,094,236.04)	(926,033.76)
** Accounts Payable	430,738.74	(1,364,490.00)	(933,751.26)
2120002000 Sales Tax AP	0	(1,366.79)	(1,366.79)
2120003091 02 Use Tax Payable	84.01	0	84.01
2120003099 Use Tax Payable Accr	0	(1,009.89)	(1,009.89)
** Due to Revenue	84.01	(2,376.68)	(2,292.67)

Accounts Payable Basics Invoice Verification Process Reporting Handbook CM Reporting

6. Scroll down to view the expense items. These items represent the cost of doing business for the fund.

Trial Balance

Variation: Characteristics	Account	Debit	Credit	Balance
Business Area	** Due to Revenue	84.01	(2,376.68)	(2,292.67)
Period	3000000000 Fund Equity Clearing	1,439,715.51	(500,000.00)	939,715.51
Fund	3000002000 Fund Balance	0	(1,425,000.00)	(1,425,000.00)
	3902300000 Inv GFA Bldg (Mod)	0	(271,000.00)	(271,000.00)
	3902500000 Inv GFA Equip (Mod)	0	(647,702.00)	(647,702.00)
	** Fund Balance	1,439,715.51	(2,843,702.00)	(1,403,986.49)
	4047002000 Other Sales	0	(5,000.00)	(5,000.00)
	** OR - Miscellaneous	0	(5,000.00)	(5,000.00)
	5010001000 00 Regular Salaries	40,415.50	0	40,415.50
	5010005000 03 FICA & Medic Exp	3,066.97	0	3,066.97
	5010006500 Agency Cost of ARCAP	24.82	0	24.82
	** Salary Expense	43,507.29	0	43,507.29
	5030001000 Printing	520.38	0	520.38
	** Printing & Advertising	520.38	0	520.38
	5030005000 02-Bldg & Grds Maint	5,059.23	0	5,059.23
	5030007000 Hauling & Moving Exp	400.00	0	400.00
	5030012000 02 - Vehicle Maint	2,057.58	0	2,057.58
	5030014000 Mar Avi Equip Maint	268.75	0	268.75
	** Repairing & Servicing	7,785.56	0	7,785.56
	5060001000 Professional Adm Fee	4,697.00	0	4,697.00
	5060002000 Eng & Architect Fees	78,000.00	0	78,000.00
	5060007000 Educ Honorarium Fees	650.00	0	650.00
	** Professional Services & Fees	83,347.00	0	83,347.00
	5070001000 Surety Perform Bonds	3,000.00	0	3,000.00
	** Insurance & Bonds	3,000.00	0	3,000.00
	5080009000 Janitorial Service	500.00	0	500.00
	5080022000 Other Expenses Svc	40,650.20	0	40,650.20
	** Other Expenses & Services	41,150.20	0	41,150.20
	5090006000 Office Supplies	7,388.03	(1,400.00)	5,988.03
	5090007000 Educ Supplies Mats	2,073.00	0	2,073.00
	5090009000 Recreation Supp Mats	6,788.70	0	6,788.70
	5090011000 Photo Supps Mats	6,800.82	(119.69)	6,681.13
	5090013000 "02-Pub Safe,Mil Sup	750.00	0	750.00
	5090014000 Drugs & Medicines	537.02	0	537.02
	5090015000 Health Lab Supps	14,038.28	0	14,038.28
	5090016000 Shop Indust Supps	4,619.99	0	4,619.99
	5090017000 Animal Purch NonCap	406.00	0	406.00

6

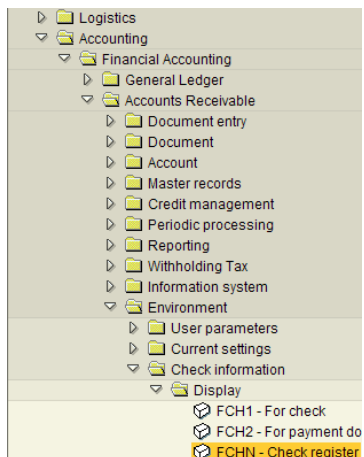
Accounts Payable Basics Invoice Verification Process

Reporting Handbook

CM Reporting

The Check Register FCHN

The Check Register displays all warrants issued by the state. It isn't possible to narrow the selection by agency. All items on the check register can be viewed in the ZWARR_DETAIL report, which can be selected by agency, fund, cost center, etc. For this reason, the ZWARR_DETAIL is recommended over the Check Register.



Paying Company Code is always ARK.

If choosing the report for other than payroll, the House Bank is TREAS and account ID is TREA1. Payroll warrants use House Bank TREAP and account ID TREA2.

Click the Further selections tab to continue.


A screenshot of the 'Check Register' application window. The window has a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with icons for back, forward, and search. The main area is titled 'Check Register' and contains a form with the following fields: 'Paying Company Code' (value: ARK), 'House bank' (value: treas), 'Account ID' (value: treat1), and a checkbox for 'Payroll checks' (unchecked). Below the form are two tabs: 'General selections' and 'Further selections'. The 'Further selections' tab is active, showing a list of fields: 'Bank Key', 'Bank Account Number', 'Check number', 'Currency', and 'Amount'. Each field has a corresponding input box.

Accounts Payable Basics Invoice Verification Process Reporting Handbook CM Reporting

Use the Further selections tab to narrow down your selection as much as possible. (Remember that you are extracting information for the entire state.)

General selections		Further selections	
Date of Issue:	08/30/06	to	08/30/06
Creation Date		to	
Check encashment		to	
Check Issuer		to	
Payment document no.		to	
Personnel Number		to	
Void reason code		to	
Payment method	W	to	
Pmt meth. supplement		to	
Checks from payment run	08/30/2006	NORM	
Checks from an extract			

After making your selections, execute the report. 

The report displays a list of warrants included in the payment run selected. To narrow the report for your agency, click the filter button. 

Check Register

State of Arkansas
Little Rock
Company code ARK

Bank TREAS Arkansas State Treasury
Bank Key 999999992
Acct number TREA1 0001

Warrant for General Expenses

Check number from to	Payment	Pmnt date	Crcy	Amount paid (FC)	Recipient/void reason code
710000006	7000000134	08/30/2006	USD	1.07	Lollipop Guild WICHITA KS
710000007	7000000135	08/30/2006	USD	1,935.00	Summertime Ski Boards ORLANDO FL
710000008	7000000136	08/30/2006	USD	4,936.00	Ab Blaster NEW ORLEANS LA
710000009	7000000137	08/30/2006	USD	3,010.00	Fit Fan FORT LAUDERDALE FL
710000010	7000000138	08/30/2006	USD	4,085.00	Snazzyweight WATERLOO IA
710000011	7000000139	08/30/2006	USD	3,322.50	Walking to Nowhere KALAMAZOO MI
710000012	7000000140	08/30/2006	USD	4,292.50	Step n' Count Inc. BIRMINGHAM AL
710000013	7000000141	08/30/2006	USD	160.00	The Spyder Workout Dome WATERLOO
710000014	7000000142	08/30/2006	USD	4,407.50	Power Web Strengthening SystemJa
* Payment method Warrant for General Expenses			USD	26,149.57	

Total of all entries

Check register

FCHN sapeq OVR

Accounts Payable Basics Invoice Verification Process Reporting Handbook CM Reporting

Highlight the Business Area selection and use the left facing arrow to move it into the filter criteria field.

The screenshot shows a software window titled "Define filter criteria". It contains two main panels: "Filter criteria" on the left and "Field list" on the right. The "Field list" contains the following items: Col. content, Identification, Vendor, Customer, Fiscal Year, **Business Area** (highlighted), Print Date, Print time, User who carried out printing, Check encashment date, Date of extract creation, Time of extract creation, and Title. Between the two panels are four arrow buttons: a right-pointing arrow, a left-pointing arrow, a double right-pointing arrow, and a double left-pointing arrow. The bottom of the window features a toolbar with icons for print, copy, and other functions, and a status bar with a green checkmark, the word "Copy", and a red X icon.

Accounts Payable Basics Invoice Verification Process Reporting Handbook CM Reporting

Click the Copy button to confirm Business Area as a Filter criteria.

Define filter criteria

Filter criteria	Field list
<input type="checkbox"/> Column content	<input type="checkbox"/> Col. content
<input type="checkbox"/> Business Area	<input type="checkbox"/> Identification
<input type="checkbox"/>	<input type="checkbox"/> Vendor
<input type="checkbox"/>	<input type="checkbox"/> Customer
<input type="checkbox"/>	<input type="checkbox"/> Fiscal Year
<input type="checkbox"/>	<input type="checkbox"/> Print Date
<input type="checkbox"/>	<input type="checkbox"/> Print time
<input type="checkbox"/>	<input type="checkbox"/> User who carried out printing
<input type="checkbox"/>	<input type="checkbox"/> Check encashment date
<input type="checkbox"/>	<input type="checkbox"/> Date of extract creation
<input type="checkbox"/>	<input type="checkbox"/> Time of extract creation
<input type="checkbox"/>	<input type="checkbox"/> Title
<input type="checkbox"/>	<input type="checkbox"/> Name of the payee

Copy

Enter your Business Area and press the Enter key or click the green check.

Filter criteria

Select

Business Area 0710 to

Check

Accounts Payable Basics Invoice Verification Process Reporting Handbook CM Reporting

Only the warrants for the selected business area are displayed.

Check Register

State of Arkansas
Little Rock
Company code ARK

Bank TREAS Arkansas State Treasury
Bank Key 999999992
Acct number TREA1 0001

Check number from to	Payment	Pmnt date	Crcy	Amount paid (FC)	Recipient/void reason code
710000009	7000000137	08/30/2006	USD	3,010.00	Fit Fan FORT LAUDERDALE FL
710000010	7000000138	08/30/2006	USD	4,085.00	Snazzyweight WATERLOO IA
710000011	7000000139	08/30/2006	USD	3,322.50	Walking to Nowhere KALAMAZOO MI
710000012	7000000140	08/30/2006	USD	4,292.50	Step n' Count Inc. BIRMINGHAM AL
710000013	7000000141	08/30/2006	USD	160.00	The Spyder Workout Dome WATERLOO
710000014	7000000142	08/30/2006	USD	4,407.50	Power Web Strengthening SystemJa
* Payment method Warrant for General Expenses			USD	26,149.57	

Total of all entries

FCHN sapeqs OVR

Display Warrant FCH1

SAP Easy Access - ASIS MENU

- Menu
- Edit
- Favorites
- Extras
- System
- Help

- Financial Accounting
 - General Ledger
 - Accounts Receivable
 - Accounts Payable
 - Document entry
 - Document
 - Account
 - Master records
 - Periodic processing
 - Reporting
 - Withholding tax
 - Information system
 - Environment
 - User parameters
 - Current settings
 - Check information
 - Display
 - FCH1 - For check
 - FCH2 - For payment document
 - FCHN - Check register

Accounts Payable Basics Invoice Verification Process
Reporting Handbook
CM Reporting

This transaction allows you to display a single warrant.

The company code is always ARK

The house bank is TREAS

Enter Account ID TREA1

Enter the number of the warrant that you wish to view.

Notes about warrant numbering:

The first number indicates the last digit of the fiscal year (7=2007)

The second number indicates the payment method:

Payment Method	Description	Second Number on Wt
A	ACH	2
I	I/T WARRANT	7
R	I/T ACH	8
W	WARRANT	1
B	3 RD PARTY ACH	6
D	EMPLOYEE ACH	4
P	EMPLOYEE WARRANT	3
Q	3 RD PARTY WARRANT	5

Thus, number 710043255 is a 2007 (first number 7) warrant (second number 1)

Accounts Payable Basics Invoice Verification Process

Reporting Handbook

CM Reporting

Display Check Information

Paying company code: ARK State of Arkansas

Check data

House bank	TREAS	Bank Key	
Account ID	TREA1	Bank Account Number	
Check Number	610678779		

The report displays the following information:

The payment document number, the payment date, the amount paid, the encashment date, if any, and the identity of the check recipient.

Click the Check recipient button for more information.

Display Check Information

Check recipient | Check issuer... | Accompanying docs | Payment document

Paying company code: ARK Payment document no.: 7015199581

Bank details

House bank	TREAS	Bank Key	999999992
Account ID	TREA1	Bank Account Number	0001
Bank name	Arkansas State Treasury		
City	Little Rock		

Check information

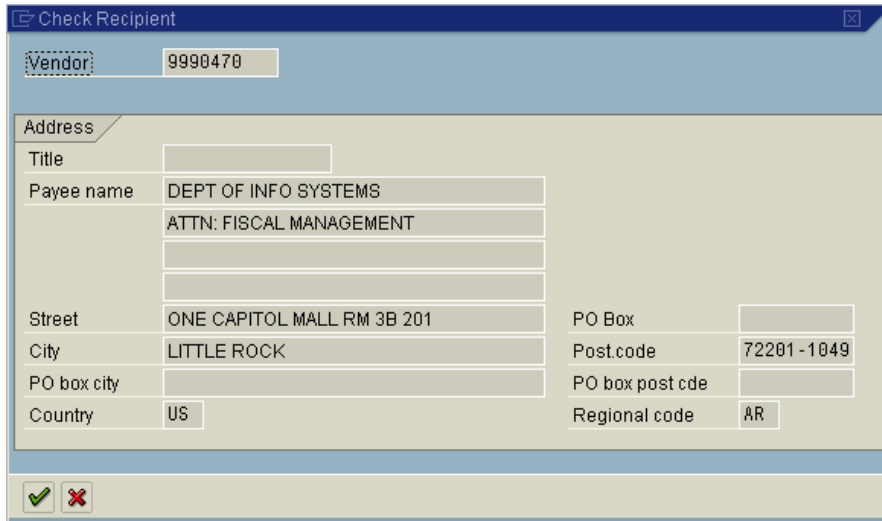
Check Number	610678779	Currency	USD
Payment date	06/14/2006	Amount paid	138.76
Check encashment		Cash discount amount	0.00

Check recipient

Name	DEPT OF INFO SYSTEMS
City	LITTLE ROCK
Payee's country	US
Regional code	AR

Accounts Payable Basics Invoice Verification Process Reporting Handbook CM Reporting

The address of the check recipient is displayed. Click the red X to close this screen.



Check Recipient

Vendor: 9990470

Address

Title:

Payee name: DEPT OF INFO SYSTEMS
ATTN: FISCAL MANAGEMENT

Street: ONE CAPITOL MALL RM 3B 201

City: LITTLE ROCK

PO box city:

Country: US

PO Box:

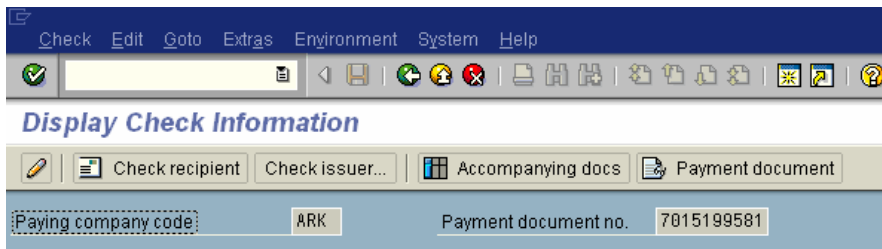
Post code: 72201-1049

PO box post cde:

Regional code: AR

✓ ✕

Click the Check issuer button for more information.



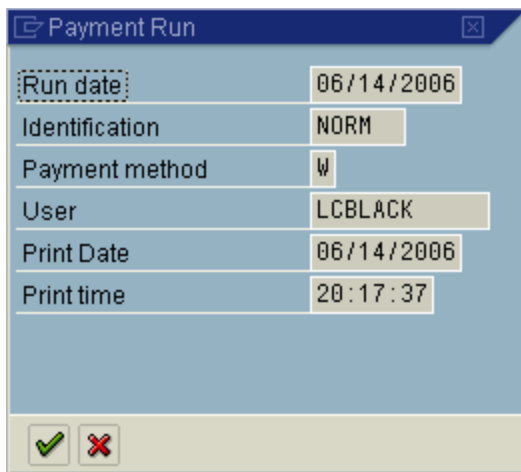
Check Edit Goto Extras Environment System Help

Display Check Information

Check recipient Check issuer... Accompanying docs Payment document

Paying company code: ARK Payment document no.: 7015199581

AASIS displays the run date, identification, payment method, user id, print date and time. Click the red X to close this screen.



Payment Run

Run date: 06/14/2006

Identification: NORM

Payment method: W

User: LCBLACK

Print Date: 06/14/2006

Print time: 20:17:37

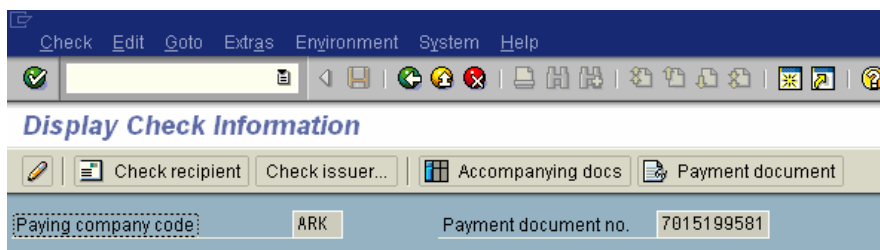
✓ ✕

Accounts Payable Basics Invoice Verification Process

Reporting Handbook

CM Reporting

Click the accompanying docs button to continue.

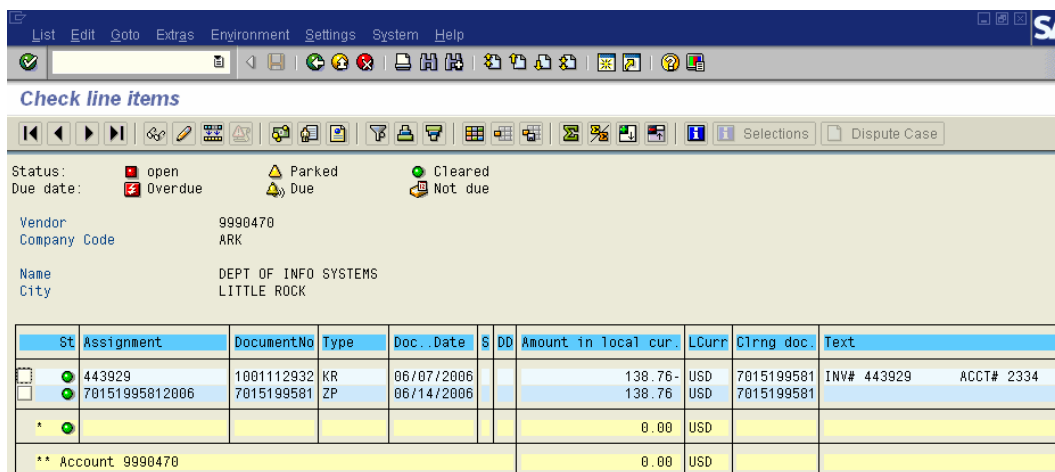


Display Check Information

Check recipient Check issuer... Accompanying docs Payment document

Paying company code: ARK Payment document no. 7015199581

The accompanying docs screen displays the check line items. You can view the vendor, document number, document type, date, amount, currency, clearing document number and text.



Check line items

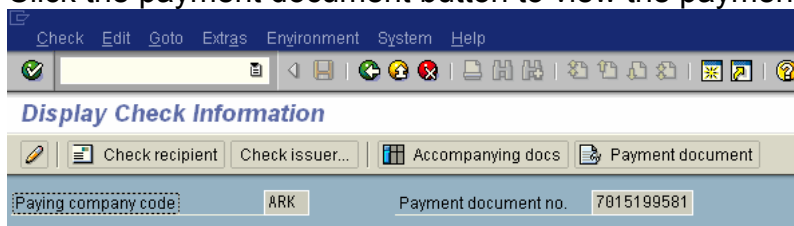
Status: ☒ open ☒ Picked ☒ Cleared
Due date: ☒ Overdue ☒ Due ☒ Not due

Vendor: 9990470
Company Code: ARK
Name: DEPT OF INFO SYSTEMS
City: LITTLE ROCK

St	Assignment	DocumentNo	Type	Doc...Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
	443929	1001112932	KR	06/07/2006			138.76	USD	7015199581	INV# 443929 ACCT# 2334
	70151995812006	7015199581	ZP	06/14/2006			138.76	USD	7015199581	
*							0.00	USD		
**	Account 9990470						0.00	USD		

Click the back button to return to the Check Information display screen.

Click the payment document button to view the payment document.

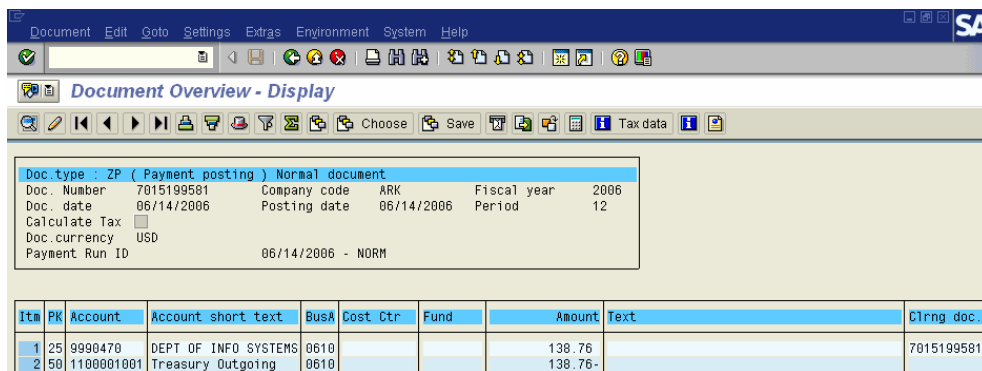


Display Check Information

Check recipient Check issuer... Accompanying docs **Payment document**

Paying company code: ARK Payment document no. 7015199581

AASIS displays the payment document.

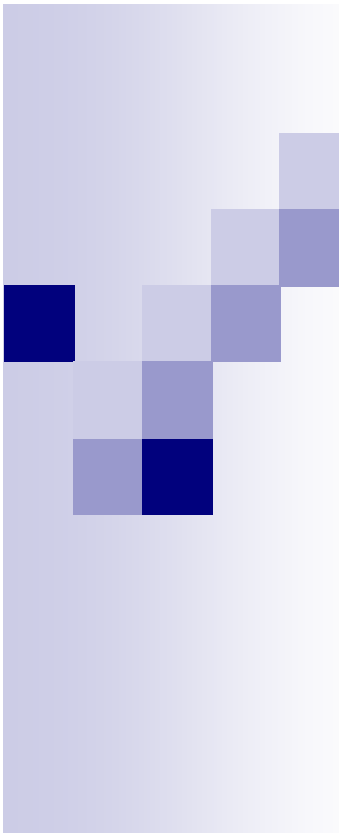


Document Overview - Display

Doc. type: ZP (Payment posting) Normal document

Doc. Number: 7015199581 Company code: ARK Fiscal year: 2006
Doc. date: 06/14/2006 Posting date: 06/14/2006 Period: 12
Calculate Tax: ☐
Doc. currency: USD
Payment Run ID: 06/14/2006 - NORM

Itm	PK	Account	Account short text	BusA	Cost Ctr	Fund	Amount	Text	Clrng doc.
1	25	9990470	DEPT OF INFO SYSTEMS	0610			138.76		7015199581
2	50	1100001001	Treasury Outgoing	0610			138.76-		



Accounts Payable Basics – Logistics Invoice Verification Process

MM Reporting

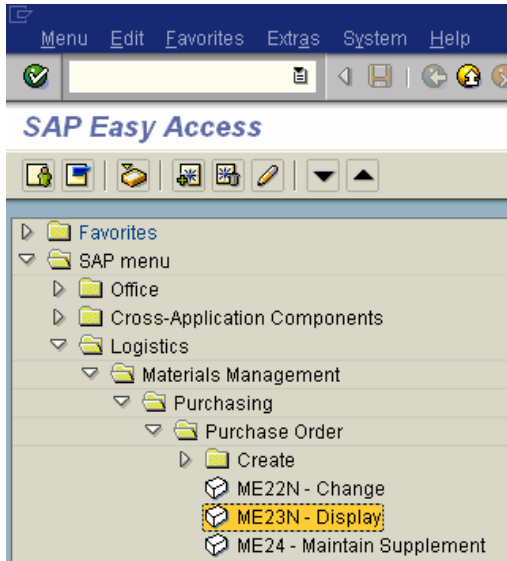
Accounts Payable Basics Invoice Verification Process

Reporting Handbook

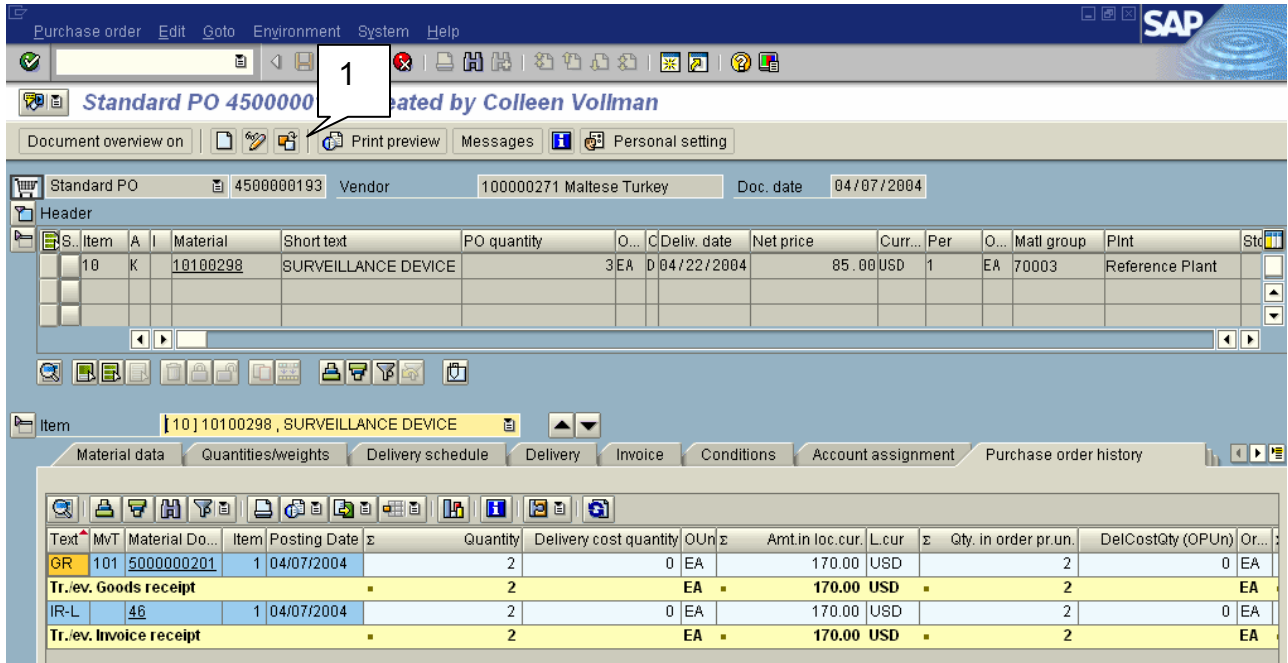
MM Reporting

Purchase Order Display ME23N

You use this transaction to display information on a particular purchase order. You can view to see if the PO has been approved. If the PO has any follow-on documents you can view the purchase order history.

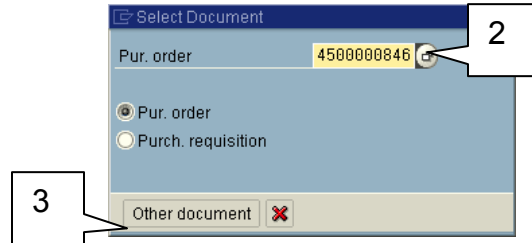


1. Click the other purchase order button to select a purchase order to view.



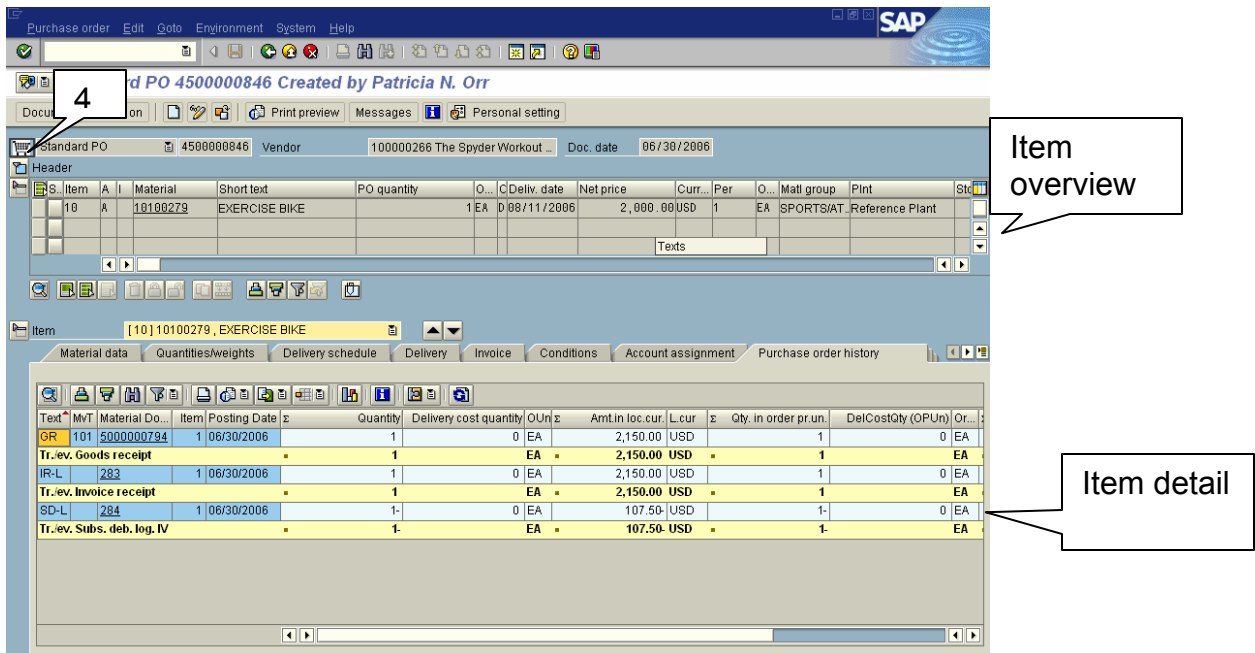
Accounts Payable Basics Invoice Verification Process Reporting Handbook MM Reporting

2. Enter the desired purchase order number or click the match code to select it.
3. Click the Other document button.



The purchase order has three sections: the header, the item overview, and the item detail.

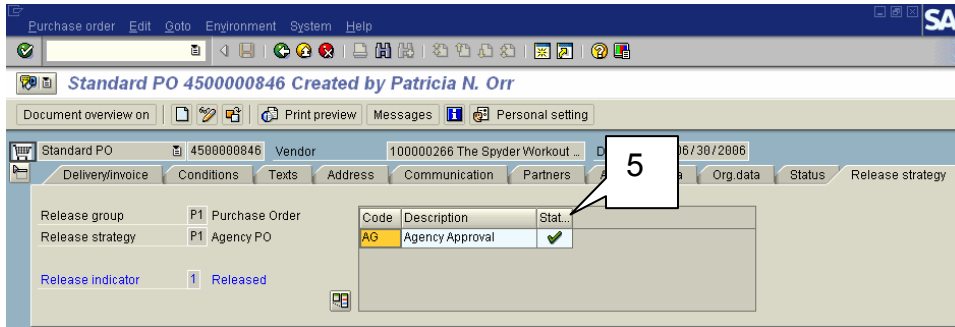
4. Click the “Expand header” button to continue.



Accounts Payable Basics Invoice Verification Process Reporting Handbook MM Reporting

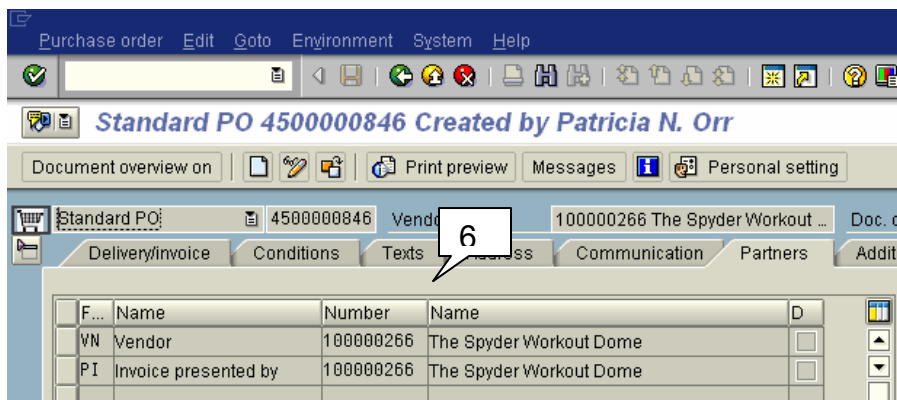
The release strategy tab shows that agency approval has been activated. (That means it has been released.)

5. Click the Partners tab to view invoicing information.



If an invoice payment is to be sent to a different vendor than the one on the purchase order, that information will be shown on the partners tab.

6. Click the Texts tab to see if any text information has been entered for the purchase order.



Accounts Payable Basics Invoice Verification Process Reporting Handbook MM Reporting

7. Choose the display line for AP Notification to see if any text has been entered for Accounts Payable.
8. Click the item overview tab to continue.

Standard PO 450000846 Created by Patricia N. Orr

Document overview on | Print preview | Messages | Personal setting

Standard PO 450000846 Vendor 100000266 The Spyder Workout ... Doc. date 06/30/2006

Delivery/invoice | Conditions | **Texts** | Address | Communication | Partners | Additional data | Org. data | Stat

Header texts A..

- A/P Notification**
- Change Order
- Vendor Quotation N

Text field

S..	Item	A	I	Material	Short text	PO quantity	O...	C Deliv. date	Net price	Curr...	Per	O..
	10	A		10100279	EXERCISE BIKE		1 EA	08/11/2006	2,000.00 USD		1	EA

The item overview lists each item, account assignment information material, short text, quantity, and price.

9. Click to open the item detail section.

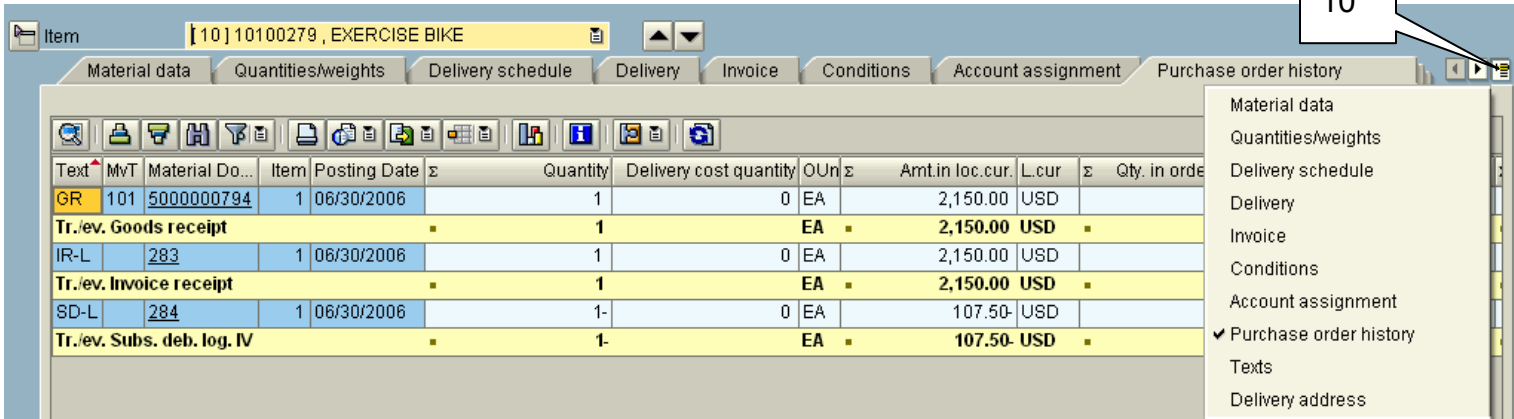
S..	Item	A	I	Material	Short text	PO quantity	O...	C Deliv. date	Net price	Curr...	Per	O..	Matl group	Plnt	Std
	10	A		10100279	EXERCISE BIKE		1 EA	08/11/2006	2,000.00 USD		1	EA	SPORTS/IAT	Reference Plant	

Item detail

Accounts Payable Basics Invoice Verification Process Reporting Handbook MM Reporting

10. Click the drop down button to select a tab.

In this example, Purchase order history is selected. This will show the quantity ordered, quantity delivered, and quantity invoiced for the item selected.



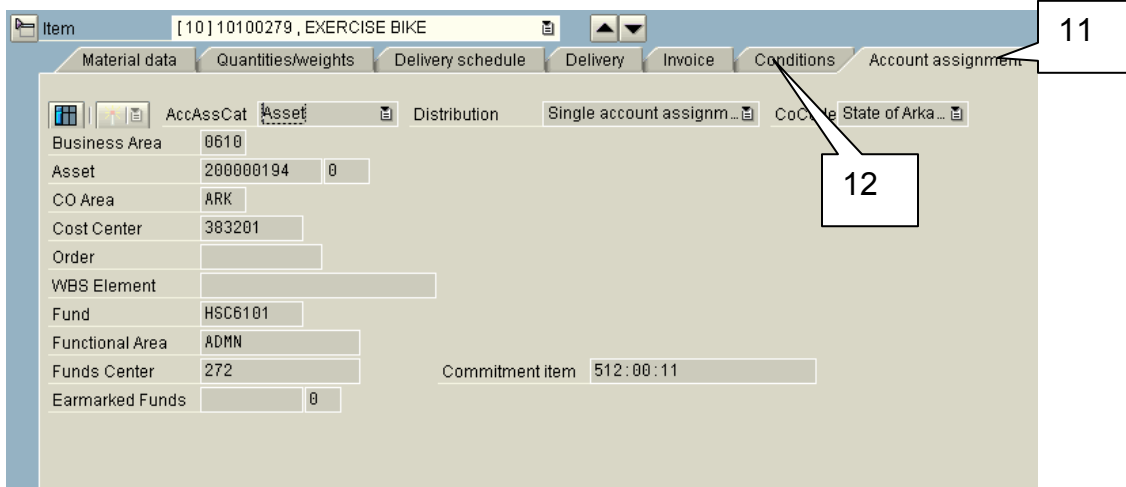
The screenshot shows the SAP MM Reporting interface for item [10] 10100279, EXERCISE BIKE. The 'Purchase order history' tab is selected, and a callout box labeled '10' points to the dropdown arrow on the right side of the tab bar. The interface displays a table with columns: Text, MvT, Material Do..., Item, Posting Date, Quantity, Delivery cost quantity, OUn, Amt.in loc.cur., L.cur., and Qty. in order. The table contains several rows, including 'Tr.ev. Goods receipt', 'IR-L', 'Tr.ev. Invoice receipt', 'SD-L', and 'Tr.ev. Subs. deb. log. IV'. A sidebar on the right lists various tabs: Material data, Quantities/weights, Delivery schedule, Delivery, Invoice, Conditions, Account assignment, Purchase order history (selected), Texts, and Delivery address.

Text	MvT	Material Do...	Item	Posting Date	Quantity	Delivery cost quantity	OUn	Amt.in loc.cur.	L.cur.	Qty. in order
GR	101	5000000794	1	06/30/2006	1	0	EA	2,150.00	USD	
Tr.ev. Goods receipt					1		EA	2,150.00	USD	
IR-L	283		1	06/30/2006	1	0	EA	2,150.00	USD	
Tr.ev. Invoice receipt					1		EA	2,150.00	USD	
SD-L	284		1	06/30/2006	1-	0	EA	107.50	USD	
Tr.ev. Subs. deb. log. IV					1-		EA	107.50	USD	

11. Click the Account assignment tab to continue.

The Account assignment tab lists cost center, fund, funds center, functional area, commitment item, GL account code or asset number.

12. Click the Conditions tab to continue.



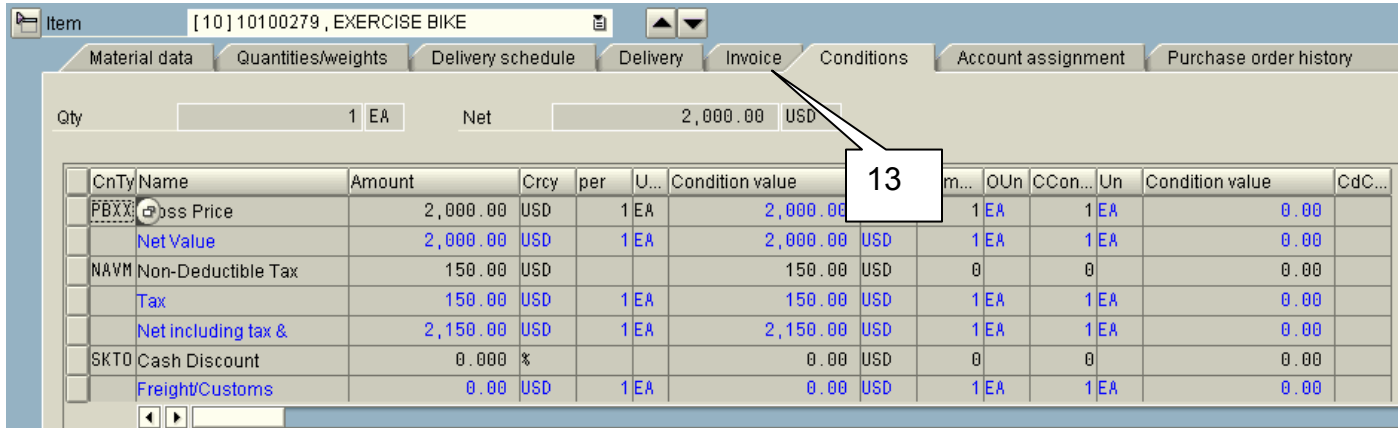
The screenshot shows the SAP MM Reporting interface for item [10] 10100279, EXERCISE BIKE. The 'Conditions' tab is selected, and a callout box labeled '12' points to it. A callout box labeled '11' points to the 'Account assignment' tab. The interface displays a form with fields for Business Area, Asset, CO Area, Cost Center, Order, WBS Element, Fund, Functional Area, Funds Center, and Earmarked Funds. The 'Commitment item' field is also visible.

Field	Value
Business Area	0610
Asset	200000194 0
CO Area	ARK
Cost Center	383201
Order	
WBS Element	
Fund	HSC6101
Functional Area	ADMN
Funds Center	272
Earmarked Funds	0
Commitment item	512:00:11

Accounts Payable Basics Invoice Verification Process Reporting Handbook MM Reporting

You can view taxes, discounts, freight charges, etc. for the line item in the conditions tab. There is also a conditions tab in the header which contains these items for the entire purchase order.

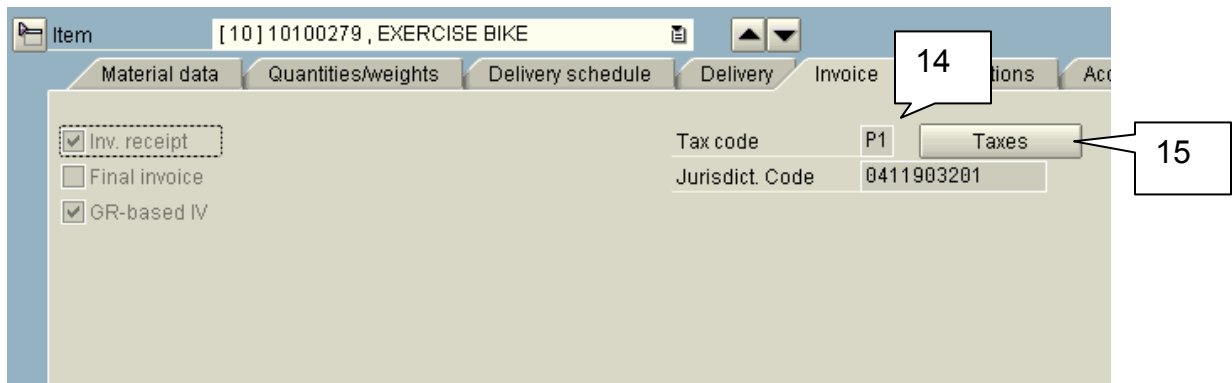
13. Click the invoice tab to continue.



CnTy	Name	Amount	Crcy	per	U...	Condition value	m...	OUn	CCon...	Un	Condition value	CdC...
PBXX	Gross Price	2,000.00	USD	1	EA	2,000.00		1	EA	1	EA	0.00
	Net Value	2,000.00	USD	1	EA	2,000.00	USD	1	EA	1	EA	0.00
NAVM	Non-Deductible Tax	150.00	USD			150.00	USD	0		0		0.00
	Tax	150.00	USD	1	EA	150.00	USD	1	EA	1	EA	0.00
	Net including tax &	2,150.00	USD	1	EA	2,150.00	USD	1	EA	1	EA	0.00
SKTD	Cash Discount	0.000	%			0.00	USD	0		0		0.00
	Freight/Customs	0.00	USD	1	EA	0.00	USD	1	EA	1	EA	0.00

14. View the tax code for the purchase order on the Invoice tab. Be sure that the tax code on the purchase order matches the one on the invoice.

15. Click the taxes button to continue.



Item: [10] 10100279, EXERCISE BIKE

Material data | Quantities/weights | Delivery schedule | Delivery | Invoice | Conditions | Account assignment

☒ Inv. receipt
☐ Final invoice
☒ GR-based IV

Tax code: P1
 Jurisdict. Code: 0411903201

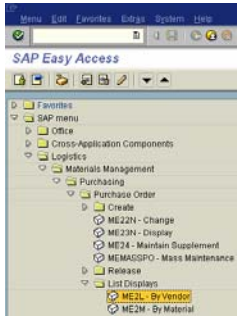
Taxes

A pop up box displays the applicable tax percentages and amounts.

62

Accounts Payable Basics Invoice Verification Process Reporting Handbook MM Reporting

List Display by Vendor ME2L



1. Enter a vendor number or use the match code to select one.
2. Enter your purchasing organization.
3. Make a selection in Scope of list field. This will determine the display layout.
4. Click the match code to make a selection in the Selection parameters field.
5. Execute the report.

5

1

2

3

4

Selection Parameters Options

Purchasing Documents per Vendor

Selection parameter for purchasing lists (1) 19 Entries Found

Restrictions

Sel.param.	Descr. of selection param...
A-ERLEDIGT	Closed RFQs
A-OFFEN	Open RFQs
AVIS	Open notification quantities
GROB	Rough GR
GUTSCHRIFT	Invoices exist
M-OFFEN	Open target quantity
R-ERLEDIGT	No open invoices
RECHNUNG	Open invoices
W-OFFEN	Open target value
WA351	Open issue quantity
WA352	Issue quantity reversible
WE101	Open goods receipt
WE102	Goods receipt exists
WE103	Open goods receipt
WE104	GR blocked stock exists
WE105	GR blocked stock exists
WE106	Goods receipt exists
WE161	Open goods receipt: returns
WE162	GR exists: returns

19 Entries Found

Accounts Payable Basics Invoice Verification Process Reporting Handbook MM Reporting

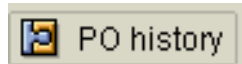
A list of purchasing documents is displayed according to your specifications.

Double-click a purchasing document from the list to display it.

You can also select an item from the list and use the buttons at the top to display more information about it.

Purchasing Documents per Vendor									
<div> <div>List Edit Goto Environment System Help</div> <div> </div> </div> <div> <div>Print preview PO history Changes Delivery schedule Services</div> </div>									
P.O.	Type	Vendor	Name	P.O. Order date					
Item	Material		Short text		Mat. group				
D I A Plnt SLoc			Order qty.	Un	Net Price	Curr.	per	Un	
4500000715	NB	100000051	Books A Million			C00	01/20/2006		
00010	10100191		Chair Secretarial		42500				
	K 9999		26	EA	24.00	USD	1	EA	
	Still to be delivered		13	EA	312.00	USD	50.00	%	
	Still to be invoiced		13	EA	312.00	USD	50.00	%	
4500000765	NB	100000051	Books A Million			C00	02/17/2006		
00010	10100082		Book		71500				
	K 9999		100	EA	4.50	USD	1	EA	
	Still to be delivered		100	EA	450.00	USD	100.00	%	
	Still to be invoiced		100	EA	450.00	USD	100.00	%	
4500000766	NB	100000051	Books A Million			C00	02/17/2006		
00010	10100082		Book		71500				
	K 9999		90	EA	4.50	USD	1	EA	
	Still to be delivered		90	EA	405.00	USD	100.00	%	
	Still to be invoiced		90	EA	405.00	USD	100.00	%	
4500000767	NB	100000051	Books A Million			C00	02/17/2006		
00010	10100082		Book		71500				
	K 9999		80	EA	4.50	USD	1	EA	
	Still to be delivered		80	EA	360.00	USD	100.00	%	
	Still to be invoiced		80	EA	360.00	USD	100.00	%	
4500000768	NB	100000051	Books A Million			C00	02/17/2006		
00010	10100082		Book		71500				
	K 9999		70	EA	4.50	USD	1	EA	
	Still to be delivered		70	EA	315.00	USD	100.00	%	
	Still to be invoiced		70	EA	315.00	USD	100.00	%	
4500000769	NB	100000051	Books A Million			C00	02/17/2006		
00010	10100082		Book		71500				
	K 9999		60	EA	4.50	USD	1	EA	
	Still to be delivered		60	EA	270.00	USD	100.00	%	
	Still to be invoiced		60	EA	270.00	USD	100.00	%	
4500000770	NB	100000051	Books A Million			C00	02/17/2006		
00010	10100082		Book		71500				

The P O history button displays the number of items received and invoiced.



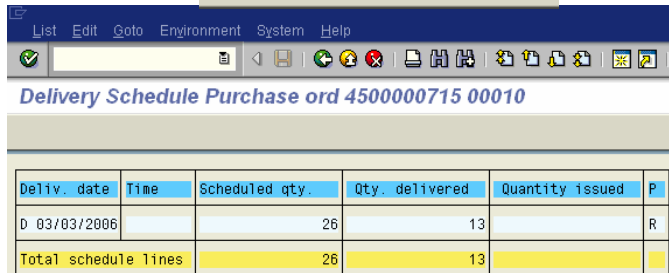
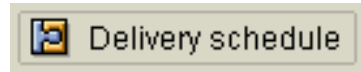
Order History for Purchase Order 4500000715 00010									
<div> <div>List Edit Goto Views Environment System Help</div> <div> </div> </div> <div> <div>GR/IR assignment Order price unit Blocked stock</div> </div>									
Cat.	Doc. no.	Itm	MvT	Pstg. dt.	Qty. in OUn		Value in local curr		
GR	5000000701	0001	101	01/20/06	13	EA	312.00	USD	
Total goods receipts					13	EA	312.00	USD	
IR-L	161	0001		01/23/06	13	EA	312.00	USD	
Total invoices					13	EA	312.00	USD	

Accounts Payable Basics Invoice Verification Process Reporting Handbook MM Reporting

The Changes button displays changes.



The Delivery Schedule button displays the delivery date and number of items delivered.



The screenshot shows the SAP "Delivery Schedule" window for purchase order 4500000715 00010. The window has a menu bar (List, Edit, Goto, Environment, System, Help) and a toolbar. The title bar reads "Delivery Schedule Purchase ord 4500000715 00010". Below the title bar is a table with the following data:

Deliv. date	Time	Scheduled qty.	Qty. delivered	Quantity issued	P
D 03/03/2006		26	13		R
Total schedule lines		26	13		

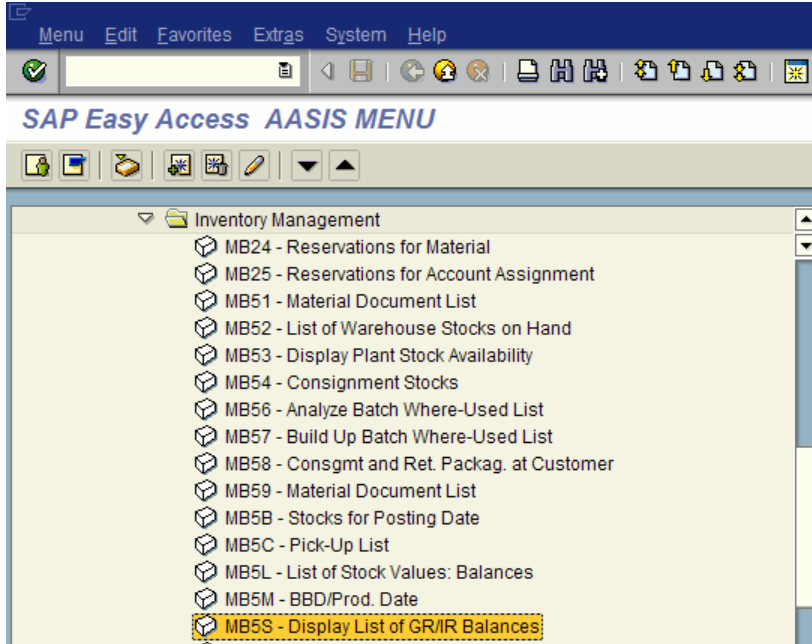
Accounts Payable Basics Invoice Verification Process

Reporting Handbook

MM Reporting

Display List of GR/IR Balances MB5S

This report will let you view a list of your Goods Receipt/Invoice Receipt (GR/IR) balances.



Accounts Payable Basics Invoice Verification Process

Reporting Handbook

MM Reporting

Selecting the Report

1. Enter the purchase organization number.
2. Enter the purchasing group number.
3. The output can be restricted to documents created in a specific fiscal year by entering the first PO created in that fiscal year. Double click in the "Purchasing Document" field and select the symbol "Greater than or equal to".
4. The checkmark will default into the Final delivery items also. Do not remove.
5. Click the "execute" icon to continue.

NOTE: You can run the report ME2N to locate the first PO number created in the fiscal year for your business area. Run it by PO document date.

Program Edit Goto System Help

List of GR/IR Balances

5

Database selections

Vendor		to		
Purch. Organization	0610	to		
Purchasing group	C00	to		
Material		to		
Purchasing Document	4500000695	to		
Item		to		

☒ Final delivery items also

4

Display options

Layout

☐ Cleared items too

Accounts Payable Basics Invoice Verification Process

Reporting Handbook

MM Reporting

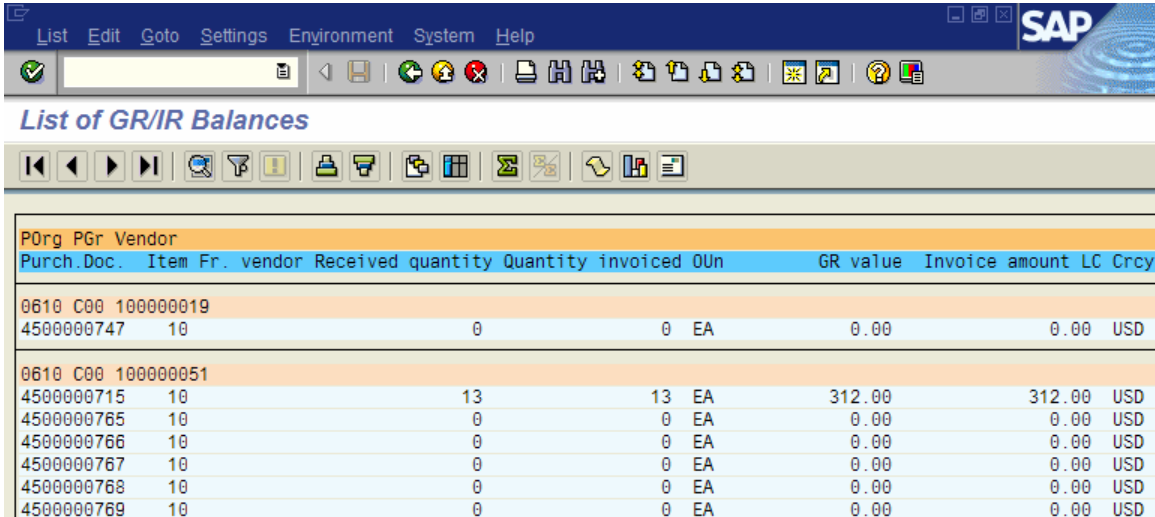
Viewing the Report

The list shows purchase orders where Goods Receipt (GR) quantities and Invoice Receipt (IR) quantities do not balance.

You can view the Purchasing Organization, Purchasing Group, Vendor, Purchasing Document Number, Item Number, Received Quantity, Quantity Invoiced (the IR quantity and amount will be zero if no invoice receipt was posted for items received), Unit of Measure, GR Value, Invoice Amount, and Currency.

This information can be used to determine if errors have occurred in posting goods receipts and/or invoice receipts or to determine open purchase orders where goods receipts have been posted and agencies are still awaiting the vendor invoice.

You may double click on any PO line to drill into the PO display transaction to view purchase order history associated with that line.



The screenshot shows the SAP 'List of GR/IR Balances' report. The interface includes a menu bar (List, Edit, Goto, Settings, Environment, System, Help) and a toolbar with various icons. The report title 'List of GR/IR Balances' is displayed in blue. Below the title is a toolbar with navigation and action icons. The main data table has columns: P0rg, PGr, Vendor, Purch.Doc., Item, Fr. vendor, Received quantity, Quantity invoiced, UoM, GR value, Invoice amount, LC, and Crncy. The data is organized into sections for different purchase orders.

P0rg	PGr	Vendor	Purch.Doc.	Item	Fr. vendor	Received quantity	Quantity invoiced	UoM	GR value	Invoice amount	LC	Crncy
0610	C00	100000019										
4500000747	10					0	0	EA	0.00	0.00		USD
0610	C00	100000051										
4500000715	10					13	13	EA	312.00	312.00		USD
4500000765	10					0	0	EA	0.00	0.00		USD
4500000766	10					0	0	EA	0.00	0.00		USD
4500000767	10					0	0	EA	0.00	0.00		USD
4500000768	10					0	0	EA	0.00	0.00		USD
4500000769	10					0	0	EA	0.00	0.00		USD

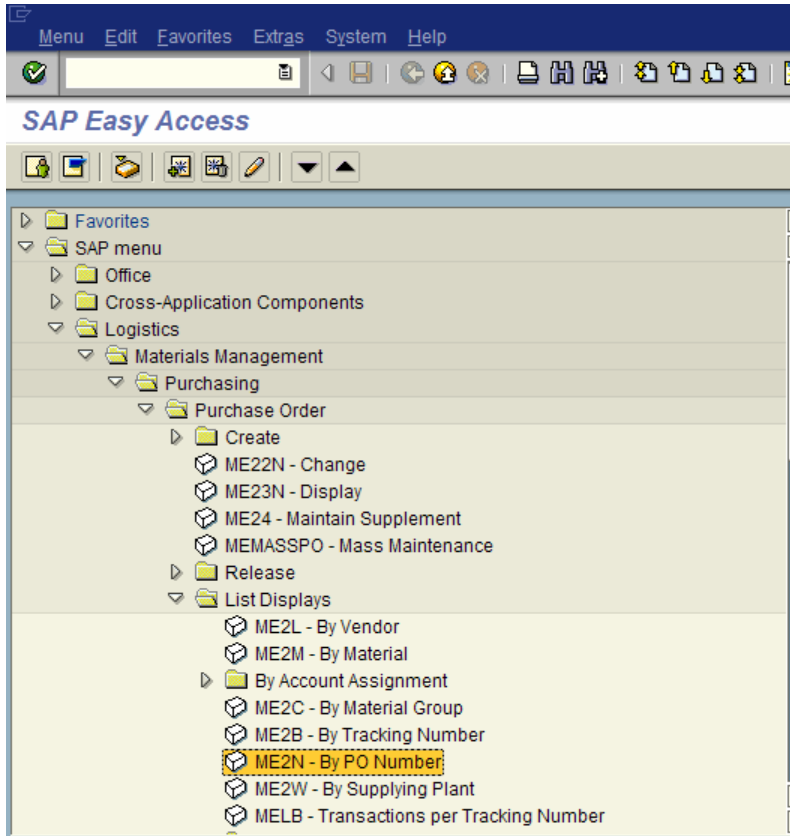
Accounts Payable Basics Invoice Verification Process

Reporting Handbook

MM Reporting

Purchasing Documents per Document Number ME2N

Run transaction ME2N to find Purchase Orders with open goods receipts as well as open invoices. This report does not contain account assignment information. Use “Dynamic Selection” and “Selection Options” to narrow the search to identify all open purchase orders. ME2N provides drill down capability.



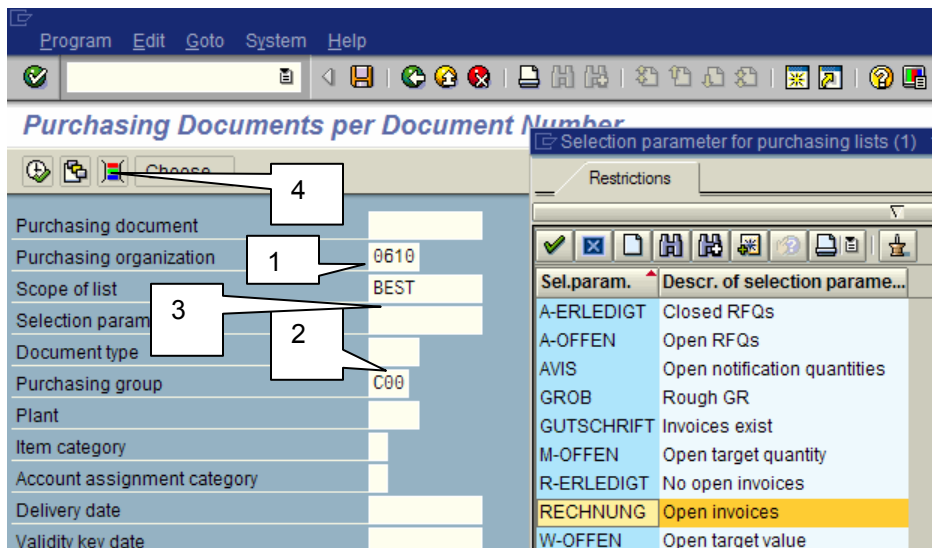
Accounts Payable Basics Invoice Verification Process

Reporting Handbook

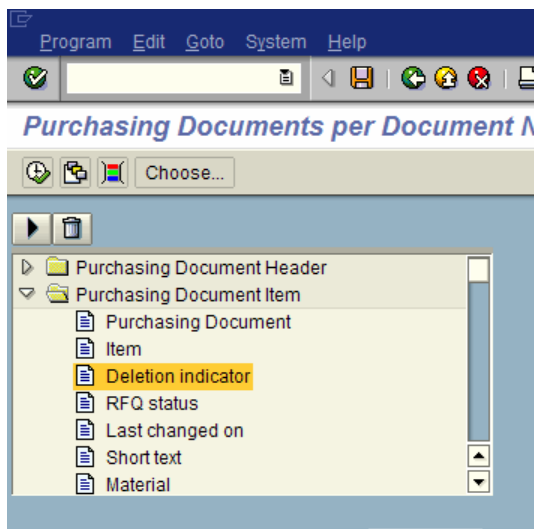
MM Reporting

Selecting the Report

1. Enter the Purchasing Organization.
2. Enter the Purchasing Group.
3. Place the cursor in the “Selection parameters” box and click the match code (drop-down button) to search. Select “RECHUNG”. This will exclude all PO's which have been completely receipted and invoiced.
4. Click the Dynamic Selections Button to continue.



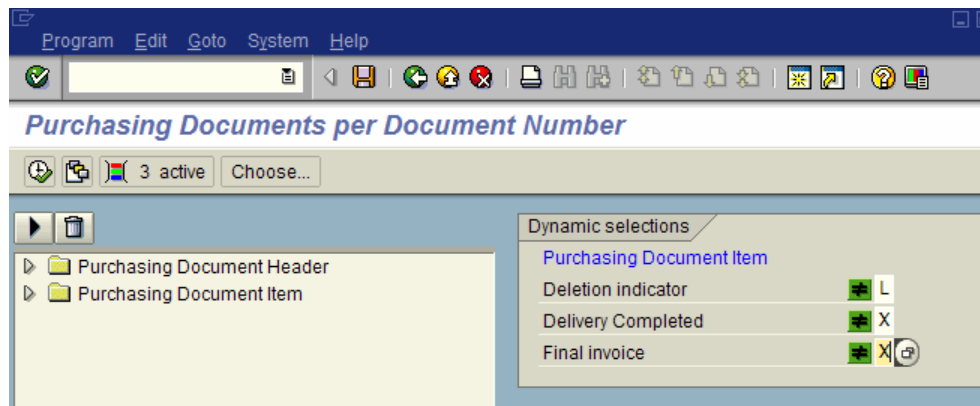
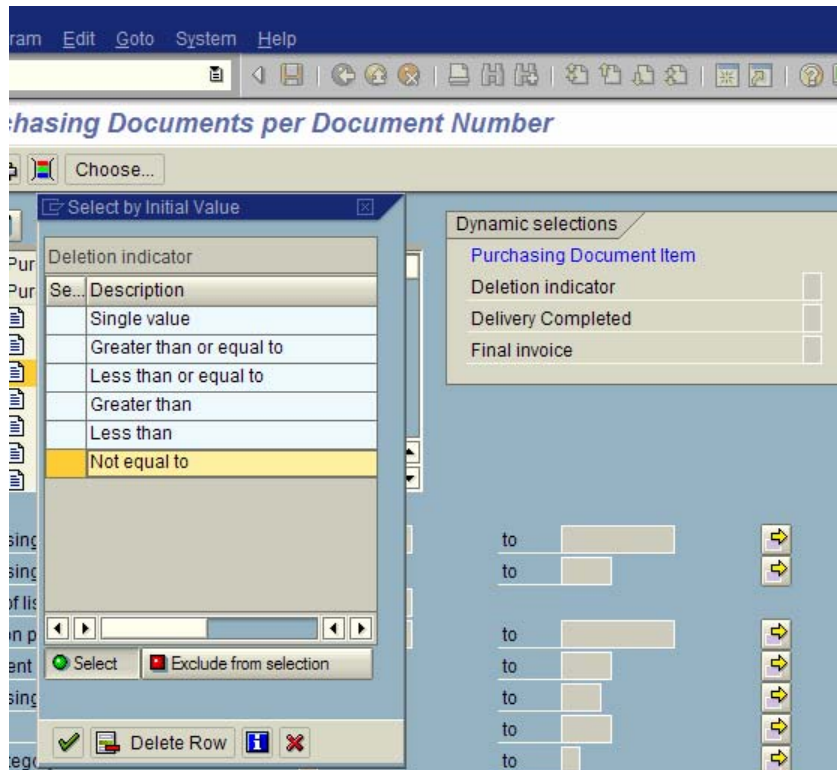
The report should include purchase orders in which the items have not been deleted or the final invoice and delivery complete indicators have not been set. To select these fields, open the Purchasing Document item folder. Click on “Deletion indicator”. Hold down the control key and click on “Delivery completed” and “Final invoice”. (You will have to scroll down to find “Final invoice” and “Delivery complete”). All of these items should be highlighted. Click on the black arrow facing to the right to continue.



Accounts Payable Basics Invoice Verification Process Reporting Handbook MM Reporting

Selecting the Report (Continued)

Place the cursor in the “Deletion indicator” box and double click. A pop up box will appear. Select “not equal to”, green check, and then type an “L” in the “Deletion indicator” box. This tells the system that you want to see purchase orders that have not been deleted.



Repeat the selection options/not equal to process in the “Delivery completed” and “Final invoice” boxes, except this time place an “X” in each box. This will eliminate any PO that has had “Final Invoice” and “Delivery Complete” indicators set. Execute the report to continue.

Accounts Payable Basics Invoice Verification Process Reporting Handbook MM Reporting

“BEST” will default in the “Scope of list” field. This will bring up the view that is on the previous page.

Purchasing Documents per Document Number

Parameters defining scope of purchase:

Restrictions:

List scope	Description of scope of list
ALLES	Everything possible
ANFR	RFQs with collective no.
ARCHIV	Archive analyses
AVIS	POs with notified quantity
BANF	Purchase requisitions
BEDNR	Tracking no. as special line
BEST	Purchase orders
BEST_ALV	Purchase orders with ALV grid
DEFAULT	Default value
EINT	Schedule lines in basic list
ENTRY	Entry lists
ENTRY1	Service entry 1

22 Entries Found

If you enter “BEST_ALV” in the “Scope of list” field the display will look as follows:

Purchasing Documents by Document Number

Item	Type	Cat	PGr	POH	Doc. date	Vendor/supplying plant	Material	Short text
Purchasing Document 4500000719								
10	NB	F	C00		01/20/2006	100000119 CORPORATE EXPRESS	10100286	CALCULATOR
Purchasing Document 4500000720								
10	NB	F	C00		01/20/2006	100000119 CORPORATE EXPRESS	10100286	CALCULATOR
Purchasing Document 4500000721								
10	NB	F	C00		01/20/2006	100000275 Gumshoes, Inc.	10100075	Alarm
Purchasing Document 4500000722								
10	NB	F	C00		01/20/2006	100000275 Gumshoes, Inc.	10100075	Alarm
Purchasing Document 4500000723								
10	NB	F	C00		01/20/2006	100000275 Gumshoes, Inc.	10100075	Alarm
Purchasing Document 4500000724								
10	NB	F	C00		01/20/2006	100000275 Gumshoes, Inc.	10100075	Alarm
Purchasing Document 4500000725								

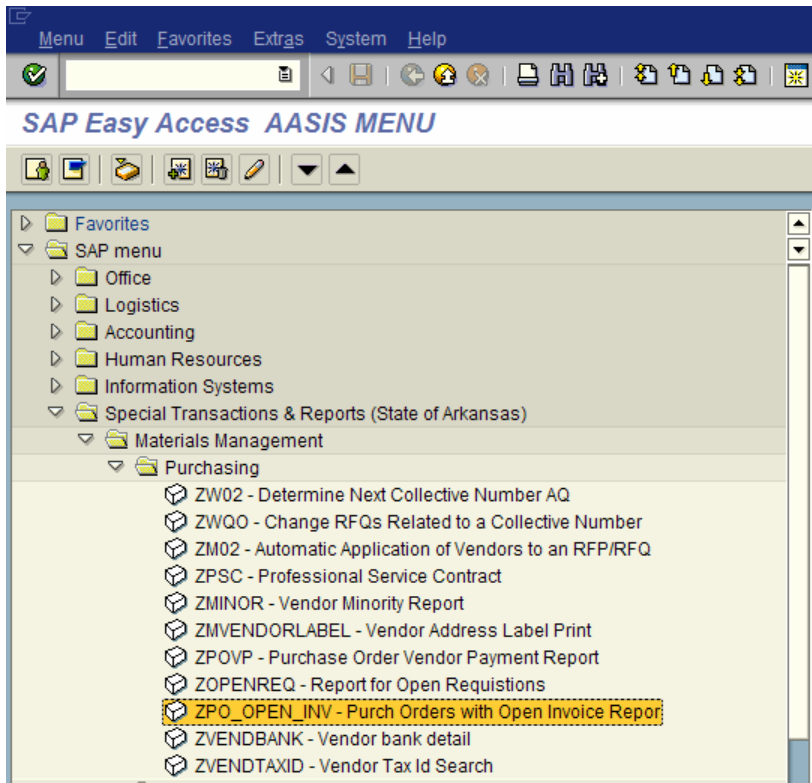
Accounts Payable Basics Invoice Verification Process

Reporting Handbook

MM Reporting

Purchase Orders with Open Invoice Report ZPO_OPEN_INV

This report lists purchase orders for which goods receipts have been posted with no corresponding invoice receipt (MIRO). Possibly there is no corresponding invoice receipt because Transaction FB60 was used by mistake. This report looks at large amounts of data, so users should be specific in making report selections (run by cost center, if possible).



Accounts Payable Basics Invoice Verification Process

Reporting Handbook

MM Reporting

Selecting the Report

In this example, search criteria are purchasing organization, cost center and commitment item. Note the other options and the option of searching by range or multiple selections.

Execute to continue.

The screenshot shows the SAP MM Reporting selection screen. The title bar indicates the program is 'Program Edit Goto System Help' and the SAP logo is visible. The main title is 'Goods Receipts that have not been invoiced.' Below this, a section titled 'Selection Criteria to be used for processing.' contains a list of criteria with input fields and buttons.

Selection Criteria to be used for processing.	Input Field	Operator	Input Field	Button
Purch. Organization	0610	to		→
Purchasing Document		to		→
Material		to		→
Cost Center	383201	to		→
Asset		to		→
Sub-number		to		→
Order		to		→
WBS Element		to		→
Fund		to		→
Funds Center		to		→
Commitment item	502:00:02	to		→

Accounts Payable Basics Invoice Verification Process

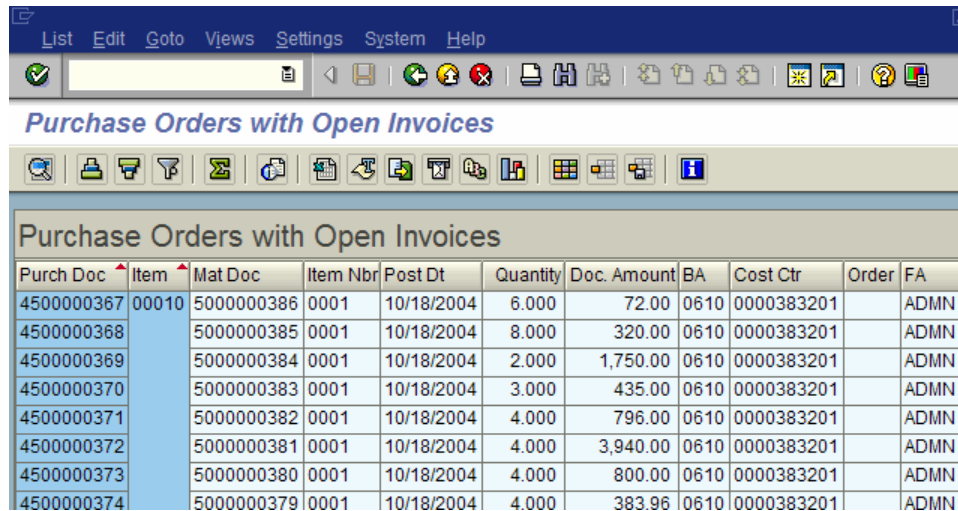
Reporting Handbook

MM Reporting

Viewing the Report

This report will display the purchase order and material document numbers, the posting date, quantity, amount, business area, cost center, internal order number (if applicable) and the functional area.

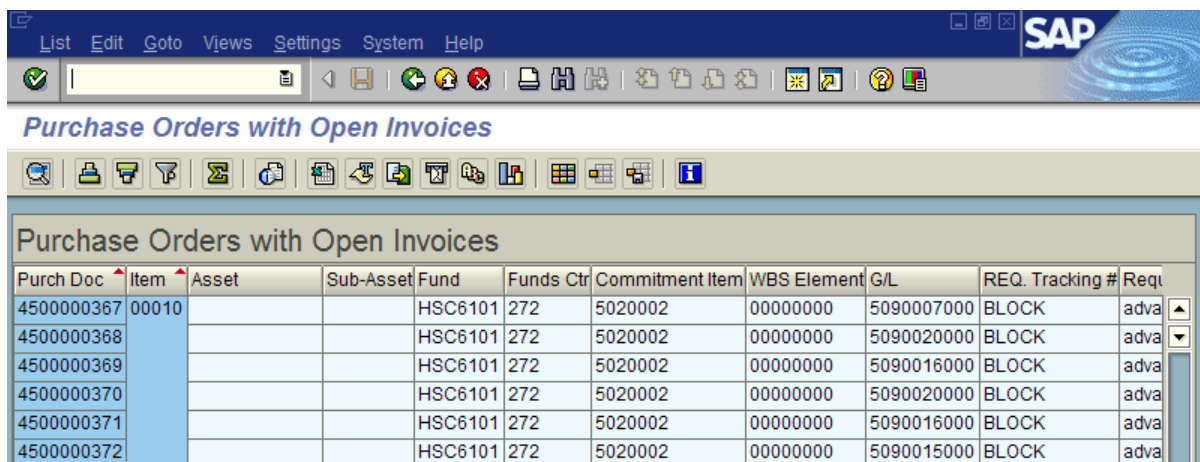
Scroll to the right to continue viewing.



Purch Doc	Item	Mat Doc	Item Nbr	Post Dt	Quantity	Doc. Amount	BA	Cost Ctr	Order	FA
4500000367	00010	5000000386	0001	10/18/2004	6.000	72.00	0610	0000383201		ADMN
4500000368		5000000385	0001	10/18/2004	8.000	320.00	0610	0000383201		ADMN
4500000369		5000000384	0001	10/18/2004	2.000	1,750.00	0610	0000383201		ADMN
4500000370		5000000383	0001	10/18/2004	3.000	435.00	0610	0000383201		ADMN
4500000371		5000000382	0001	10/18/2004	4.000	796.00	0610	0000383201		ADMN
4500000372		5000000381	0001	10/18/2004	4.000	3,940.00	0610	0000383201		ADMN
4500000373		5000000380	0001	10/18/2004	4.000	800.00	0610	0000383201		ADMN
4500000374		5000000379	0001	10/18/2004	4.000	383.96	0610	0000383201		ADMN

This report will also display the asset or sub-asset number (if applicable), fund, funds center, commitment item, WBS element (if applicable), G/L code, tracking number and requisitioner.

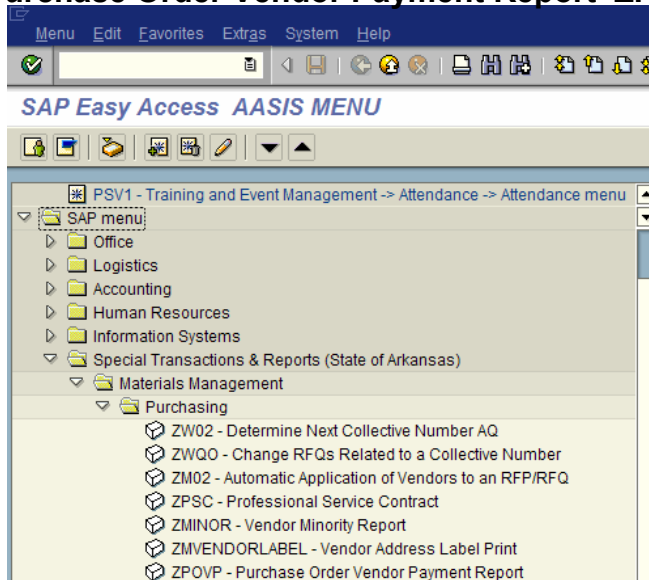
Remember, you cannot drill down from this report.



Purch Doc	Item	Asset	Sub-Asset	Fund	Funds Ctr	Commitment Item	WBS Element	G/L	REQ. Tracking #	Reqt
4500000367	00010			HSC6101	272	5020002	00000000	5090007000	BLOCK	adva
4500000368				HSC6101	272	5020002	00000000	5090020000	BLOCK	adva
4500000369				HSC6101	272	5020002	00000000	5090016000	BLOCK	adva
4500000370				HSC6101	272	5020002	00000000	5090020000	BLOCK	adva
4500000371				HSC6101	272	5020002	00000000	5090016000	BLOCK	adva
4500000372				HSC6101	272	5020002	00000000	5090015000	BLOCK	adva

Accounts Payable Basics Invoice Verification Process Reporting Handbook MM Reporting

Purchase Order Vendor Payment Report ZPOVP



This report will assist you in troubleshooting to find mistakenly entered direct vendor invoices (FB60) that were intended against purchase orders and should have been created with a logistics vendor invoice (MIRO).

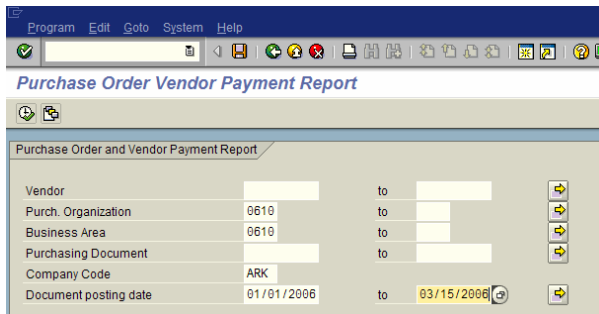
This report can be selected by purchasing organization or vendor. The report displays purchase orders and payments to vendors selected if the vendor selected has existing purchase orders. You will be able to pinpoint potential problems for further investigation.

Selecting the Report

1. Enter your purchasing organization and business area.
2. If the Company Code did not default into the report type “ARK” in the “Company Code” field.
3. Enter the desired “Document posting date” range.

You may also run the report by “Vendor” or “Purchasing Document”. To narrow the search without a specific vendor, use ranges 9990000-9999999 (AGEN) and 100000000-199999999 (VEND).

4. Click the “Execute” icon to continue.



Accounts Payable Basics Invoice Verification Process

Reporting Handbook

MM Reporting

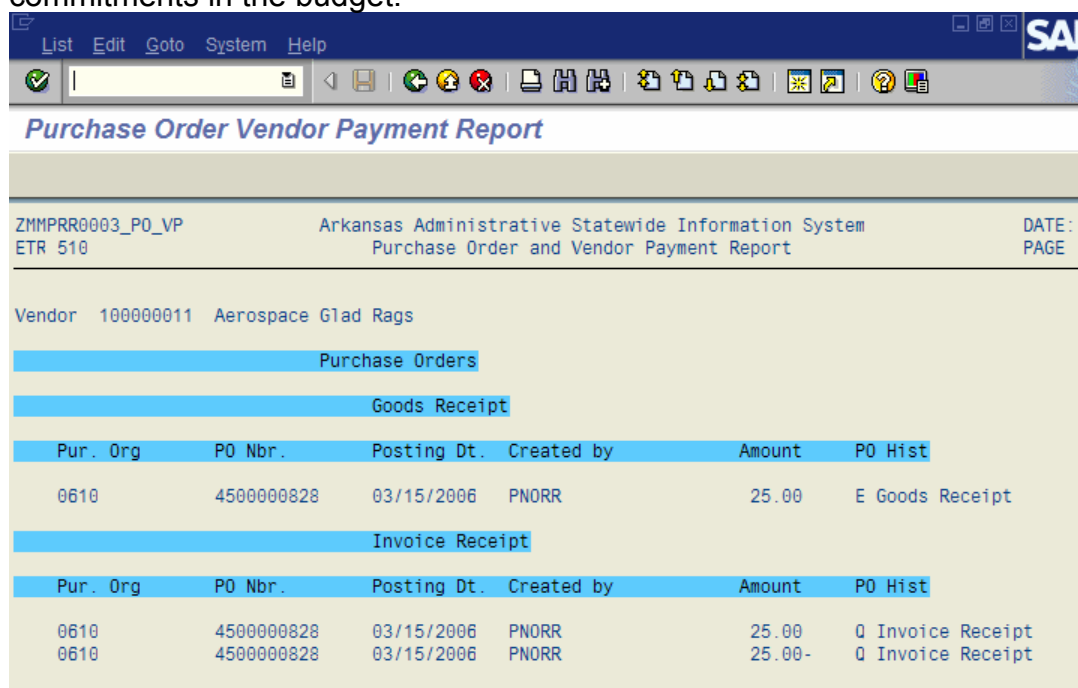
Viewing the Report

Each vendor is listed on a separate page. The vendor number and name is at the top. Purchase Orders are listed first, followed by vendor payments. The Purchase Order section has been split into two sub-sections: Goods Receipt and Invoice Receipt.

The goods receipt is done through the MIGO, and shows the Purchasing Organization, Purchase Order Number, date, and amount.

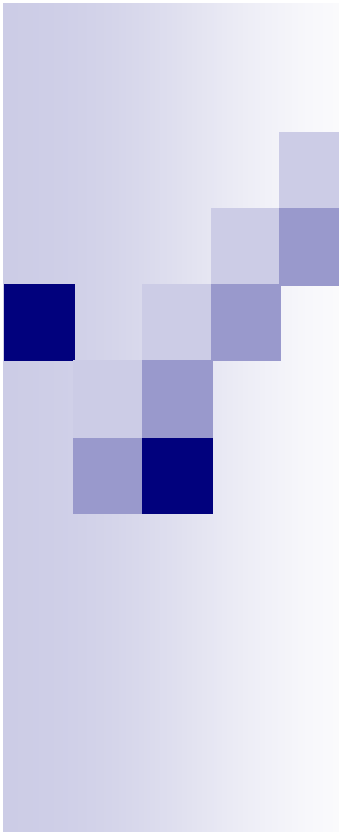
The invoice receipt is done through MIRO, and also shows the Purchasing Organization, purchase Order Number, date, and amount.

If the amounts of the goods receipt and invoice receipt are not equal, you should display the purchase order and make sure the final invoice and delivery complete boxes are checked so that the GR/IR account can be cleared and any commitments in the budget.



The screenshot shows the SAP 'Purchase Order Vendor Payment Report' interface. At the top, the title bar includes 'List Edit Goto System Help' and the SAP logo. Below the title bar, the report title 'Purchase Order Vendor Payment Report' is displayed. The main content area shows the following data:

ZMMPRR0003_PO_VP		Arkansas Administrative Statewide Information System		DATE: 11/15/2006	
ETR 510		Purchase Order and Vendor Payment Report		PAGE 1	
Vendor 100000011 Aerospace Glad Rags					
Purchase Orders					
Goods Receipt					
Pur. Org	PO Nbr.	Posting Dt.	Created by	Amount	PO Hist
0610	4500000828	03/15/2006	PNORR	25.00	E Goods Receipt
Invoice Receipt					
Pur. Org	PO Nbr.	Posting Dt.	Created by	Amount	PO Hist
0610	4500000828	03/15/2006	PNORR	25.00	Q Invoice Receipt
0610	4500000828	03/15/2006	PNORR	25.00-	Q Invoice Receipt



Accounts Payable Basics – Logistics Invoice Verification Process

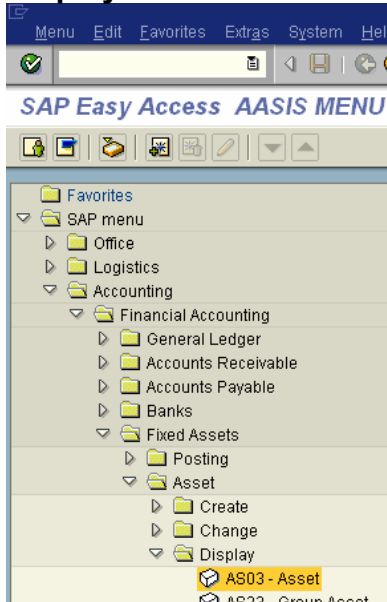
AM Reporting

Accounts Payable Basics Invoice Verification Process

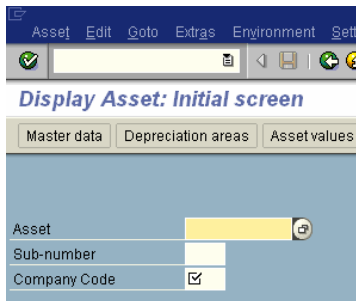
Reporting Handbook

AM Reporting

Display Asset AS03



Enter the asset number, or click the match code to search.



Accounts Payable Basics Invoice Verification Process Reporting Handbook AM Reporting

Enter part of the description, using asterisks as wild cards, or choose another tab to narrow down the search. Press the Enter key or click the green check.

Personal value list: Main Asset Number (1) 6 Entries Found

Names and classes Cost center Inventory number Investment Orders

Company Code

Asset class

Description

Acct determination

Capitalized on

Asset

Sub-number

Maximum no. of hits

Select the desired asset from the list.

Personal value list: Main Asset Number (1) 6 Entries Found

Names and classes Cost center Inventory number Investment Orders

Company Code: ARK
Asset class: 2000

Asset description	Acct.d...	Cap.date	Asset	SNo.
EXERCISE EQUIPMENT, DELUXE REC	199050	06/29/2006	200000187	0
EXERCISE MACHINE, ELLIPTICAL	199050	00/00/0000	200000188	0
EXERCISE MACHINE, ELLIPTICAL	199050	00/00/0000	200000189	0
EXERCISE MACHINE, ELLIPTICAL	199050	00/00/0000	200000190	0
EXERCISE MACHINE, ELLIPTICAL	199050	00/00/0000	200000191	0
EXERCISE MACHINE, ELLIPTICAL	199050	00/00/0000	200000192	0

Accounts Payable Basics Invoice Verification Process Reporting Handbook AM Reporting

The asset number is populated into the field. Enter a sub-number if applicable and company code ARK.

Click the Master data button.

Display Asset: Initial screen

Master data Depreciation areas Asset values

Asset 200000187

Sub-number 0

Company Code ARK

You can display the asset's master data by clicking each tab.

The General tab displays the description, quantity, and date of acquisition and capitalization.

Click the Time-dependent tab to continue.

Display Asset: Master data

Asset values

Asset: 200000187 0 Exercise Equipment, Deluxe Recumbent Bike

Class: 2000 Equipment Company Code: ARK

General Time-dependent Allocations Origin Insurance Deprec. areas

General data

Description Exercise Equipment, Deluxe Recumbent Bike

Asset main no. text Exercise Equipment, Deluxe Recumbent Bike

Acct determination 199050 Equipment

Serial number

Inventory number

Quantity 1 EA each

Inventory

Last inventory on Include asset in inventory list

Inventory note

Posting information

Capitalized on 06/29/2006 Deactivation on

First acquisition on 06/29/2006

Acquisition year 2006 012

Accounts Payable Basics Invoice Verification Process Reporting Handbook AM Reporting

The time dependent tab contains information on the cost center and fund to which the asset belongs.

Click the Allocations tab to continue.

The screenshot shows the 'Display Asset: Master data' window with the 'Time-dependent' tab selected. The window has a menu bar (Asset, Edit, Goto, Extras, Environment, Settings, System, Help) and a toolbar. Below the title bar, there are buttons for 'Asset values' and 'Interval from 01/01/1900 to 12/31/9999'. The main data area contains the following fields:

Asset	200000187	0	Exercise Equipment, Deluxe Recumbent Bike
Class	2000		Equipment
			Company Code ARK
Interval from 01/01/1900 to 12/31/9999			
Business Area	0900	DEPT OF PARKS AND TOURISM	
Cost Center	445011	Parks & Tourism Fund	
Room			
License plate number			
Personnel Number	0		
Fund	NPT0104	PT-Sweep	
Functional Area	REC	Recreation/Humanities	
Funds Center	986	Parks Treas Paying	

At the bottom, there is a button labeled 'Further intervals'.

The Allocations tab contains the class code. The number beside the class code is the expected useful life of the asset. Click the Origin tab to continue.

The screenshot shows the 'Display Asset: Master data' window with the 'Allocations' tab selected. The window has the same menu bar and toolbar as the previous screenshot. Below the title bar, there are buttons for 'Asset values' and 'Interval from 01/01/1900 to 12/31/9999'. The main data area contains the following fields:

Asset	200000187	0	Exercise Equipment, Deluxe Recumbent Bike
Class	2000		Equipment
			Company Code ARK
Interval from 01/01/1900 to 12/31/9999			
Status			
Acquisition Code			
Class Code	212012	10 - ATHLETIC AND RECREATIONAL EQUIPMENT	

Accounts Payable Basics Invoice Verification Process Reporting Handbook AM Reporting

You can view vendor information (derived from the goods receipt) on the Origin tab. Click the Insurance tab to continue.

The screenshot shows the 'Display Asset: Master data' window with the 'Origin' tab selected. The window has a menu bar (Asset, Edit, Goto, Extras, Environment, Settings, System, Help) and a toolbar. The main area displays asset information: Asset 200000187, Class 2000, Description 'Exercise Equipment, Deluxe Recumbent Bike', and Company Code ARK. Below this are tabs for General, Time-dependent, Allocations, Origin, Insurance, and Deprec. areas. The 'Origin' tab is active, showing fields for Vendor (100000256, Pedal Sweat of Oklahoma), Manufacturer, and checkboxes for 'Asset purch. new' and 'Purchased used'. There are also fields for 'Country of origin' and 'Type name'. A section titled 'Internal specifications' contains fields for 'Original asset', 'In-house prod.perc.' (0.00), and 'Acq. on'.

Click the Deprec areas tab to continue.

The screenshot shows the same 'Display Asset: Master data' window, but with the 'Insurance' tab selected. The asset information remains the same. The 'Insurance' tab displays fields for 'Type' (01, Insurance), 'Insur.Companies', 'Agreement number', and 'Suppl. text'. There are also fields for 'Start date', 'Base value' (0.00 USD), and 'Curr.ins.value' (0.00 USD). A 'Fiscal year change' button is visible, with a dropdown set to 'per 2005'.

Accounts Payable Basics Invoice Verification Process

Reporting Handbook

AM Reporting

Each asset has two depreciation areas, modified accrual (Area 1) and full accrual (Area 20). Note the useful life in the full accrual line is the same as the one on the allocations tab.

Click the Asset values button to continue.

Display Asset: Master data

Asset values

Asset: 200000187 0 Exercise Equipment, Deluxe Recumbent Bike
 Class: 2000 Equipment Company Code: ARK

General Time-dependent Allocations Origin Insurance Deprec. areas

Valuation

Deact	A.	Depreciation area	Depky	Ustf life	Per	O.dep. start
<input type="checkbox"/>	01	Modified Book	Z634	1		006/15/2006
<input type="checkbox"/>	20	Full Cost	LINR	10		006/15/2006

Note the three boxes on the asset values screen. The main display screen is on the right side of the screen. On the top left is the depreciation areas box. You can click modified accrual or full accrual in this box and the values that you select will be displayed on the screen to the right. Under the depreciation areas is the "Objects related to asset" box. You can drill down on items from this box to get more information.

Asset Explorer

Asset ARK-200000187/0000

Company Code: ARK State of Arkansas
 Asset: 200000187 0 Exercise Equipment, Deluxe Recumbent Bike
 Fiscal year: 2007

Planned values Posted values Comparisons Parameters

Planned values Modified Accrual Depreciation Area GASB34 AASIS

	Fiscal year start	Change	Year-end	Crcy
APC transactions	2,026.38		2,026.38	USD
Acquisition value	2,026.38		2,026.38	USD
Ordinary deprec.	2,026.38		2,026.38	USD
Unplanned dep.				USD
Write-up				USD
Value adjustment				USD

No postings for selected fiscal year

Objects related to asset

- Vendor
 - Pedal Sweat of Oklahoma
- Cost Center
 - Parks & Tourism Fund
- Purchase Order
 - 06/29/2006
 - 06/29/2006
 - 06/29/2006
- G/L Account
 - Equipment (Modified)

Accounts Payable Basics Invoice Verification Process Reporting Handbook AM Reporting

You can view either the planned values or the posted values on the display by selecting a tab.

This selection displays planned values for modified accrual depreciation.

Under modified accrual depreciation, the asset is fully depreciated at acquisition.

Click on Posted values to continue.

The screenshot shows the 'Asset Explorer' window. On the left, the 'Depreciation Areas' list includes '01 Modified Accrual Depreciation' and '20 Full Accrual Depreciation'. The main area displays 'Planned values' for 'Modified Accrual Depreciation Area GASB34 AASIS' for the fiscal year 2007. The table below shows the planned values:

	Fiscal year start	Change	Year-end	Crcy
APC transactions	2,026.38		2,026.38	USD
Acquisition value	2,026.38		2,026.38	USD
Ordinary deprec.	2,026.38		2,026.38	USD
Unplanned dep.				USD
Write-up				USD
Value adjustment				USD

The posted values for the asset under modified accrual depreciation are displayed. Click Full Accrual in the depreciation areas box to continue.

The screenshot shows the 'Asset Explorer' window with the 'Posted values' tab selected. The main area displays 'Posted dep. values Modified Accrual Depreciation Area GASB34 AA' for the fiscal year 2006. The table below shows the posted values:

	Fiscal year start	Change	Posted values	Crcy
APC transactions	Fiscal year start	2,026.38	2,026.38	USD
Acquisition value		2,026.38	2,026.38	USD
Ordinary deprec.				USD
Unplanned dep.				USD
Write-up				USD
Value adjustment				USD

Below the table, there is a section titled 'Depreciation posted/planned' with a summary table:

Per	Status	Σ Ord. dep.	Σ Uplnd dep.	Σ Reserves	Σ Interest	Σ Reval. dep.	Crcy
9	Planned	0.00	0.00	0.00	0.00	0.00	USD
10	Planned	0.00	0.00	0.00	0.00	0.00	USD
11	Planned	0.00	0.00	0.00	0.00	0.00	USD
12	Planned	2,026.38	0.00	0.00	0.00	0.00	USD
		2,026.38	0.00	0.00	0.00	0.00	USD

Accounts Payable Basics Invoice Verification Process Reporting Handbook AM Reporting

The posted values for the asset under full accrual depreciation are displayed. Note the differences in full vs. modified accrual (8.44 vs. 2026.38).

Click Planned values on the display screen to view planned depreciation.

Posted dep. values Full Accrual Depreciation (Cost)

	Fiscal year start	Change	Posted values	Crcy
APC transactions		2,026.38	2,026.38	USD
Acquisition value		2,026.38	2,026.38	USD
Ordinary deprec.				USD
Unplanned dep.				USD
Write-up				USD

Depreciation posted/planned

Per	Status	Σ Ord. dep.	Σ Unpld dep.	Σ Reserves	Σ Interest	Σ Reval.dep.	Crcy
9	Planned	0.00	0.00	0.00	0.00	0.00	USD
10	Planned	0.00	0.00	0.00	0.00	0.00	USD
11	Planned	0.00	0.00	0.00	0.00	0.00	USD
12	Planned	8.44	0.00	0.00	0.00	0.00	USD
		8.44	0.00	0.00	0.00	0.00	USD

Click the comparisons tab to view a net book value calculation.

Full Accrual Depreciation (Cost):2006 -2016

Fiscal year	Σ APC transactions	Acquisition value	Ordinary deprec.	Net book value	Crcy
<2006					USD
2006	2,026.38	2,026.38	8.44	2,017.94	USD
2007		2,026.38	202.64	1,815.30	USD
2008		2,026.38	202.64	1,612.66	USD
2009		2,026.38	202.64	1,410.02	USD
2010		2,026.38	202.64	1,207.38	USD
2011		2,026.38	202.64	1,004.74	USD
2012		2,026.38	202.64	802.10	USD
2013		2,026.38	202.64	599.46	USD
2014		2,026.38	202.63	396.83	USD
2015		2,026.38	202.64	194.19	USD
2016		2,026.38	194.19		USD

Accounts Payable Basics Invoice Verification Process Reporting Handbook AM Reporting

Click modified accrual on the depreciation areas box to view the net book value calculation for modified accrual depreciation.

Asset Explorer

Asset: ARK-200000187/0000

Depreciation Areas

- 01 Modified Accrual Depreciation
- 20 Full Accrual Depreciation

Company Code: ARK State of Arkansas

Asset: 200000187 0 Exercise Equipment, Deluxe Recumbent Bike

Fiscal year: 2006 To 2016

Planned values Posted values Comparisons Parameters

<01> 20

Modified Accrual Depreciation Area GASB34 AASIS:2006 -2016

Fiscal year	APC transactions	Acquisition value	Ordinary deprec.	Net book value	Crcy
2006	2,026.38	2,026.38	2,026.38		USD
2007		2,026.38			USD
2008		2,026.38			USD
2009		2,026.38			USD
2010		2,026.38			USD
2011		2,026.38			USD
2012		2,026.38			USD
2013		2,026.38			USD
2014		2,026.38			USD
2015		2,026.38			USD
2016		2,026.38			USD
Total	2,026.38		2,026.38		USD

Objects related to asset

- Vendor
 - Pedal Sweat of Oklahoma AR
- Cost Center
 - Parks & Tourism Fund AR
- Purchase Order
 - 06/29/2006 45
 - 06/29/2006 45
 - 06/29/2006 45
- G/L Account
 - Equipment (Modified) AR

Double-click the vendor from the Objects related to asset box.
AASIS displays the master data for the vendor.

Vendor Address

Vendor: 180000256

Name

Title:

Name: Pedal Sweat of Oklahoma

Search terms

Search term 1/2: VEND

Street address

Street/House number: 55 Freshwell Ave.

District: TULSA

Postal code/City: 74184 TULSA

Country: US USA Region: OK Oklahoma Jurisdiction code: 3714387981

PO box address

PO Box:

Postal code:

Company postal code:

Communication

Language: English

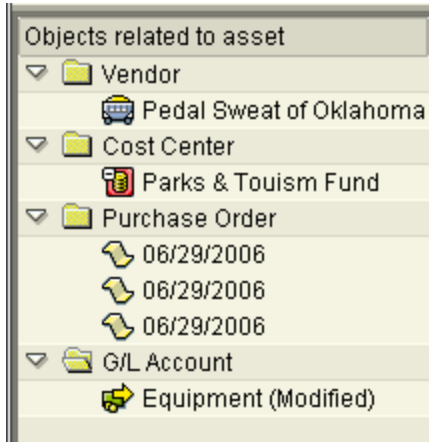
Telephone: 877-587-8941 Extension: 567

Mobile Phone:

Accounts Payable Basics Invoice Verification Process Reporting Handbook AM Reporting

You can also select cost center or GL account to view master data.

Double-click the purchase order to continue.



AASIS displays the purchase order with the purchase order history tab selected.

Purchase order Edit Goto Environment System Help

Standard PO 4500000834 Created by Colleen Vollman

Document overview on Print preview Messages Personal setting

Standard PO 4500000834 Vendor 100000256 Pedal Sweat of Oklah... Doc. date 06/29/2006

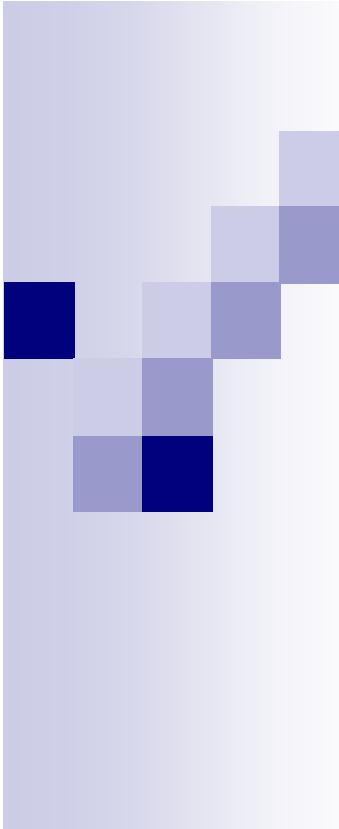
Header

S...	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl group	Pint	Sto...
	10	A		10100279	EXERCISE BIKE		1	EA	08/03/2006	1,860.00	USD	1	EA	SPORTS/AT	Reference Plant	

Item 10 | 10100279, EXERCISE BIKE

Material data Quantities/weights Delivery schedule Delivery Invoice Conditions Account assignment Purchase order history

Text	MvT	Material Do...	Item	Posting Date	Quantity	Delivery cost quantity	OU	z	Amt. in loc. cur.	L. cur	z	Qty. in order pr. un.	DelCostQty (OPUn)	Or...
GR	101	5000000781	1	06/29/2006	1		0	EA	1,999.50	USD		1		0 EA
Tr./ev. Goods receipt														
IR-L	265		1	06/29/2006	1		0	EA	2,026.38	USD		1		0 EA
Tr./ev. Invoice receipt														
					1			EA	2,026.38	USD		1		EA



Accounts Payable Basics – Logistics Invoice Verification Process

Reporting Tips

Accounts Payable Basics Invoice Verification Process

Reporting Handbook

Reporting Tips

How to Run a Report in the Background

If your security role allows it you can run a report in the background. This can save time because you can continue to work in AASIS while the report is running in the background. You can shut your computer down and the report will continue to run. When you run a report in the background the resulting display will not have drill-down capability.

Make your selections in the report selection screen.

Click Program from the blue menu bar.

Selection Criteria to be used for processing.			
Purch. Organization	0610	to	
Purchasing Document		to	
Material		to	
Cost Center		to	
Asset		to	
Sub-number		to	
Order		to	
WBS Element		to	
Fund		to	
Funds Center		to	
Commitment item		to	
G/L Account No.		to	
Req. Tracking Number		to	
Requisitioner		to	
Posting Date	07/01/2005	to	06/30/2006

Select Execute in Background.

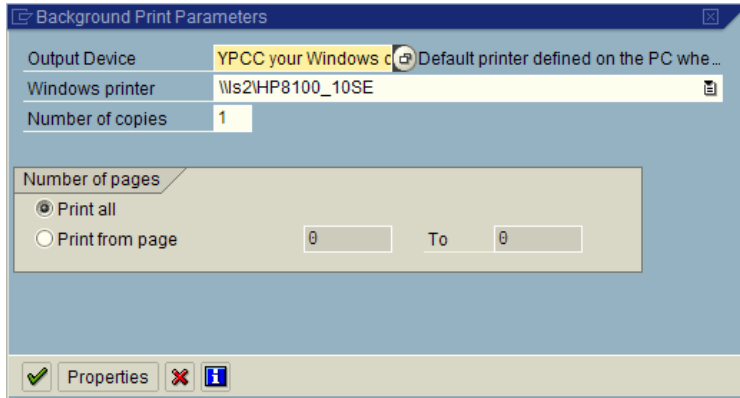
Program Edit Goto System Help

- Execute F8
- Execute and Print Ctrl+P
- Execute in Background F9
- Exit Shift+F3

Selection Criteria to be used for processing.

Accounts Payable Basics Invoice Verification Process Reporting Handbook Reporting Tips

The Background Print Parameters box will pop up. Click your mouse in the Output Device box, type YPCC and press the Enter key.

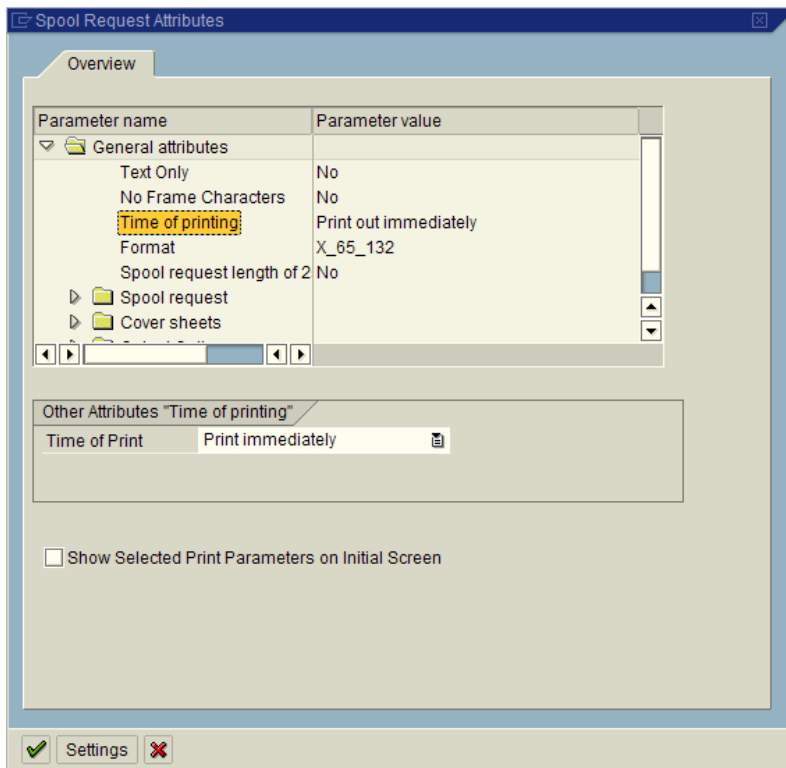


The Background Print Parameters dialog box is shown. It has a title bar with a close button. The main area contains the following fields:

- Output Device: YPCC your Windows c (Default printer defined on the PC whe...)
- Windows printer: \\s2\HP8100_10SE
- Number of copies: 1
- Number of pages: A section with two options:
 - ☒ Print all
 - ☐ Print from page: 0 To 0

At the bottom, there is a green checkmark icon, a button labeled 'Properties', a red X icon, and a blue 'f' icon.

Click the Properties button. The Spool Request Attributes box will pop up. Double-click Time of printing under the General attributes folder.



The Spool Request Attributes dialog box is shown. It has a title bar with a close button. The main area contains the following sections:

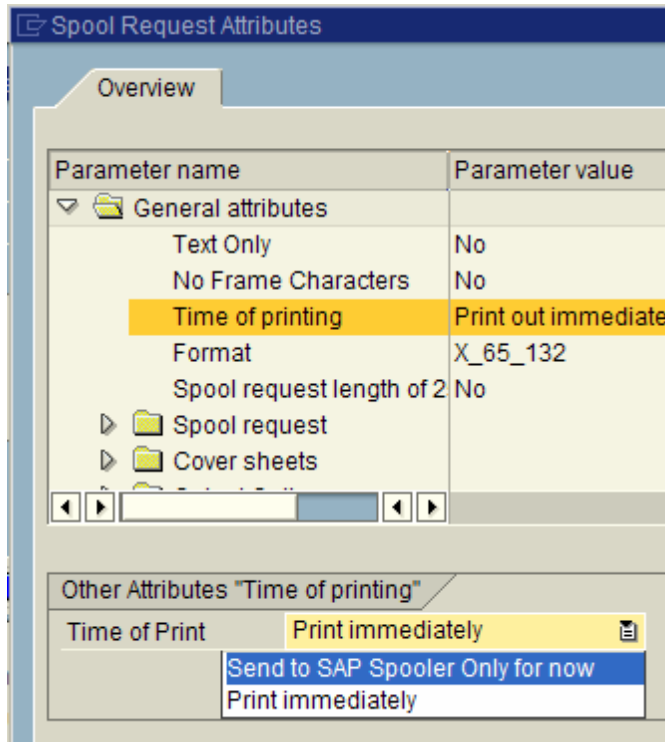
- Overview tab: A tree view on the left shows folders for General attributes, Spool request, and Cover sheets. The General attributes folder is expanded, showing a list of parameters and their values.
- Parameter name and Parameter value table:

Parameter name	Parameter value
Text Only	No
No Frame Characters	No
Time of printing	Print out immediately
Format	X_65_132
Spool request length of 2	No
- Other Attributes "Time of printing": A section with a label 'Time of Print' and a value 'Print immediately'.
- Show Selected Print Parameters on Initial Screen: A checkbox that is currently unchecked.

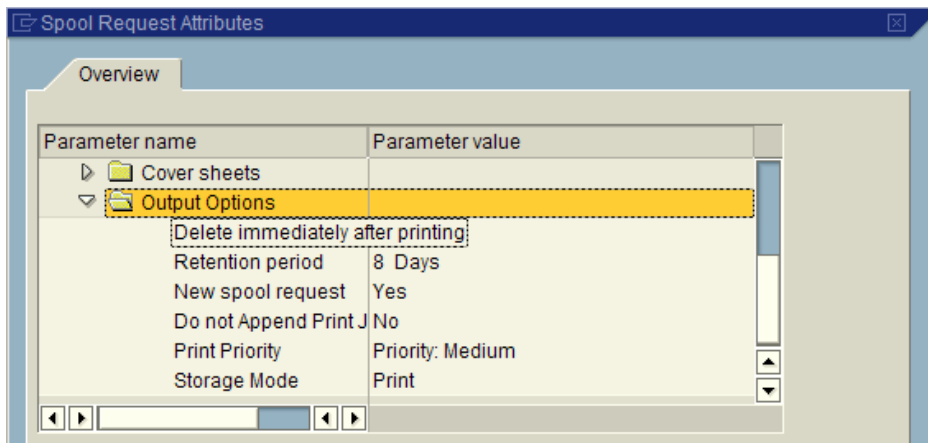
At the bottom, there is a green checkmark icon, a button labeled 'Settings', and a red X icon.

Accounts Payable Basics Invoice Verification Process Reporting Handbook Reporting Tips

Change time of print to Send to SAP Spooler Only for now.



Under Output Options, be sure that "Yes" is selected in the Delete immediately after printing field.



Accounts Payable Basics Invoice Verification Process

Reporting Handbook

Reporting Tips

Double-click the Spool request folder to open it and select the Name field. Change the name of the report so that you'll be able to recognize it from a list of reports.

The screenshot shows the 'Spool Request Attributes' dialog box with the 'Overview' tab selected. The 'Parameter name' and 'Parameter value' table is as follows:

Parameter name	Parameter value
Text Only	No
No Frame Characters	No
Time of printing	Send to SAP Spooler Only for now
Format	X_65_132
Spool request length of 2	No
Spool request	
Name	RFKKVZ00_TRA

Below the table, the 'Other Attributes "Name"' section shows the 'Name' field with the value 'PO W/OpenInv'. At the bottom, there is a checkbox labeled 'Show Selected Print Parameters on Initial Screen' which is currently unchecked. The dialog box has a 'Settings' button and a close button (X) at the bottom right.

Select the title field and give the report a distinguishing title.

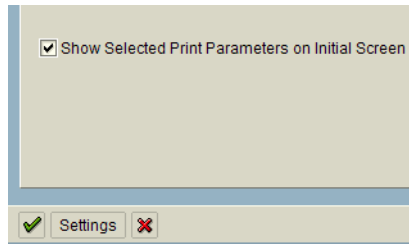
The screenshot shows the 'Spool Request Attributes' dialog box with the 'Overview' tab selected. The 'Parameter name' and 'Parameter value' table is as follows:

Parameter name	Parameter value
Text Only	No
No Frame Characters	No
Time of printing	Send to SAP Spooler Only for now
Format	X_65_132
Spool request length of 2	No
Spool request	
Name	PO W/OPENINV
Title	

Below the table, the 'Other Attributes "Title"' section shows the 'Title' field with the value 'Open Invoices on 6/30/06'. At the bottom, there is a checkbox labeled 'Show Selected Print Parameters on Initial Screen' which is currently unchecked. The dialog box has a 'Settings' button and a close button (X) at the bottom right.

Accounts Payable Basics Invoice Verification Process Reporting Handbook Reporting Tips

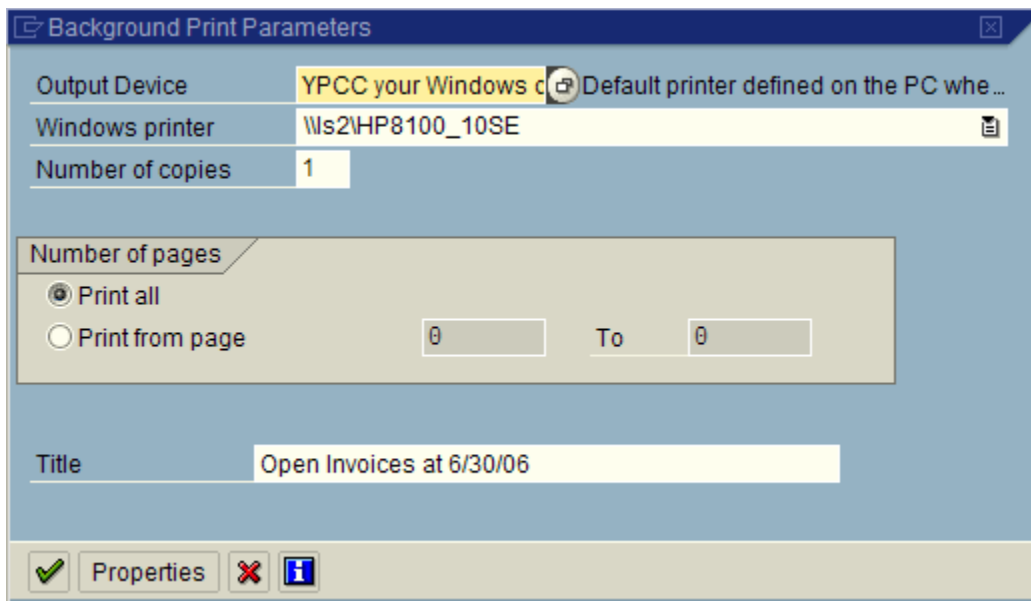
Click the box for “Show Selected Parameters on Initial Screen and click the green check.



☒ Show Selected Print Parameters on Initial Screen

☒ Settings ☐

AASIS returns to the Background Print Parameters box. Click the green check.



Background Print Parameters

Output Device: YPCC your Windows c... Default printer defined on the PC whe...

Windows printer: Ws2\HP8100_10SE

Number of copies: 1

Number of pages:

☒ Print all

☐ Print from page: 0 To: 0

Title: Open Invoices at 6/30/06

☒ Properties ☐ ☐

Accounts Payable Basics Invoice Verification Process Reporting Handbook Reporting Tips

The Start time box will pop up. Click the Immediate button.

The 'Start Time' dialog box is shown with the 'Immediate' button selected. The 'Date/Time' box is empty. The 'After job', 'After event', and 'At operation mode' boxes are also empty. The bottom bar contains 'Check', 'Save', and 'Cancel' buttons.

Immediate start will appear in the Date/Time box. Click the save button.

The 'Start Time' dialog box is shown with the 'Immediate' button selected. The 'Date/Time' box now contains 'Immediate start'. The 'After job', 'After event', and 'At operation mode' boxes are empty. The bottom bar contains 'Check', 'Save', 'Period values', 'Restrictions', and 'Cancel' buttons.

Accounts Payable Basics Invoice Verification Process Reporting Handbook Reporting Tips

AASIS returns you to the selection screen for your report, with the message:
“Background job was scheduled...”

Program Edit Goto System Help

Goods Receipts that have not been invoiced.

Selection Criteria to be used for processing.

Purch. Organization	0610	to		
Purchasing Document		to		
Material		to		
Cost Center		to		
Asset		to		
Sub-number		to		
Order		to		
WBS Element		to		
Fund		to		
Funds Center		to		
Commitment item		to		
Gl Account No.		to		
Req. Tracking Number		to		
Requisitioner		to		
Posting Date	07/01/2005	to	06/30/2006	

Background job was scheduled for program ZMMIMR0004_PO_WITH_OPEN_INV

To view the report, click System from the blue menu bar. Choose “Own Spool Requests” from the drop down.

Note: If you do not see your job in the “Own Spool Requests” select “Own Jobs” to view the status of the job.

Program Edit Goto System Help

Goods Receipts that have not been invoiced.

Selection Criteria to be used for processing.

Purch. Organization		to		
Purchasing Document		to		
Material		to		
Cost Center		to		
Asset		to		
Sub-number		to		
Order		to		

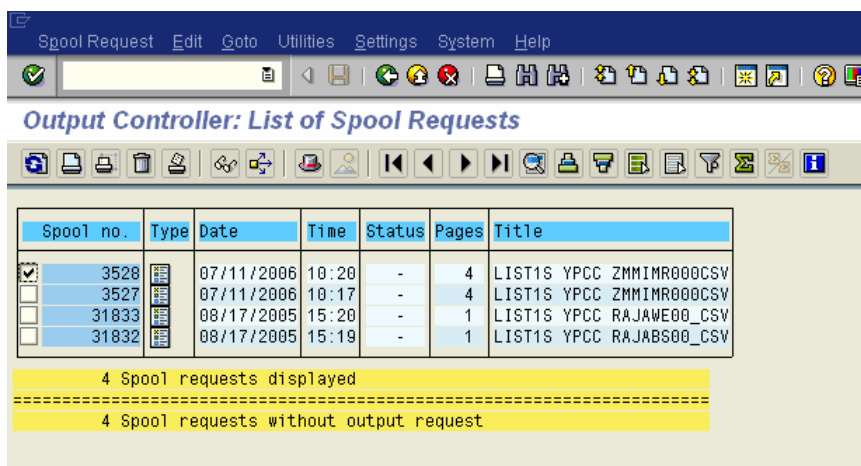
System menu options:

- Create Session
- End Session
- User Profile
- Services
- Utilities
- List
- Services for Object
- My Objects
- Own Spool Requests
- Own Jobs
- Short Message
- Status...
- Log off

Accounts Payable Basics Invoice Verification Process Reporting Handbook Reporting Tips

Select the report that you want to view by clicking the check box in front of it.

Click the display button (eyeglasses).



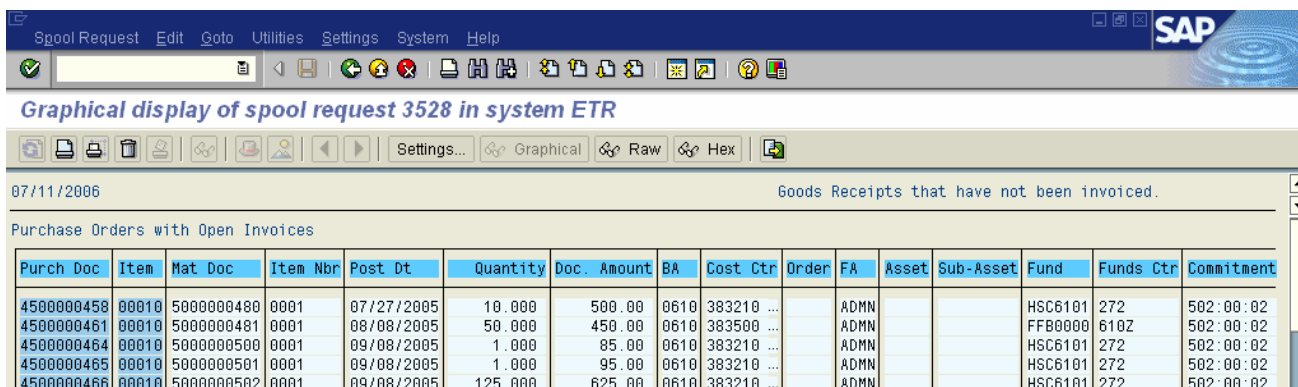
The report will be displayed.

You will only be able to see 10 pages of the report at a time.

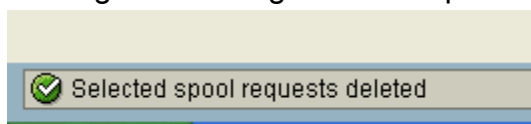
Click the print button to print the report if desired.

Since this is a display of a printed report, you will not be able to drill down.

To delete the report, click the delete button (trash can).



You'll get a message that the spool request was deleted.



Accounts Payable Basics Invoice Verification Process

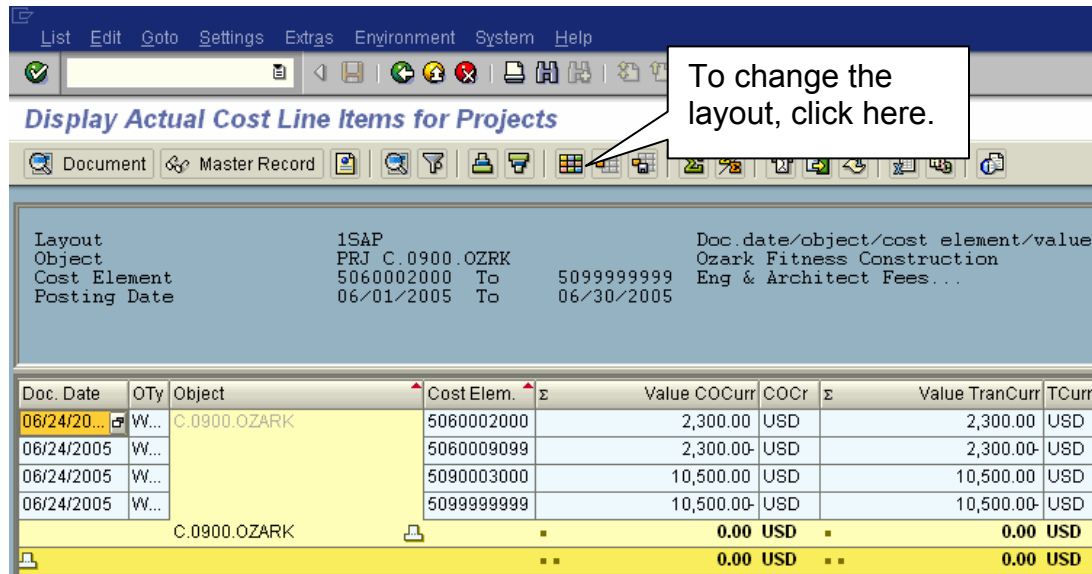
Reporting Handbook

Reporting Tips

Setting Report Layouts

The layout is the way the report is displayed. This includes displayed and hidden columns, filters, and subtotals.

You can set a layout the way you want it in a report, then save it to display the report that way every time.

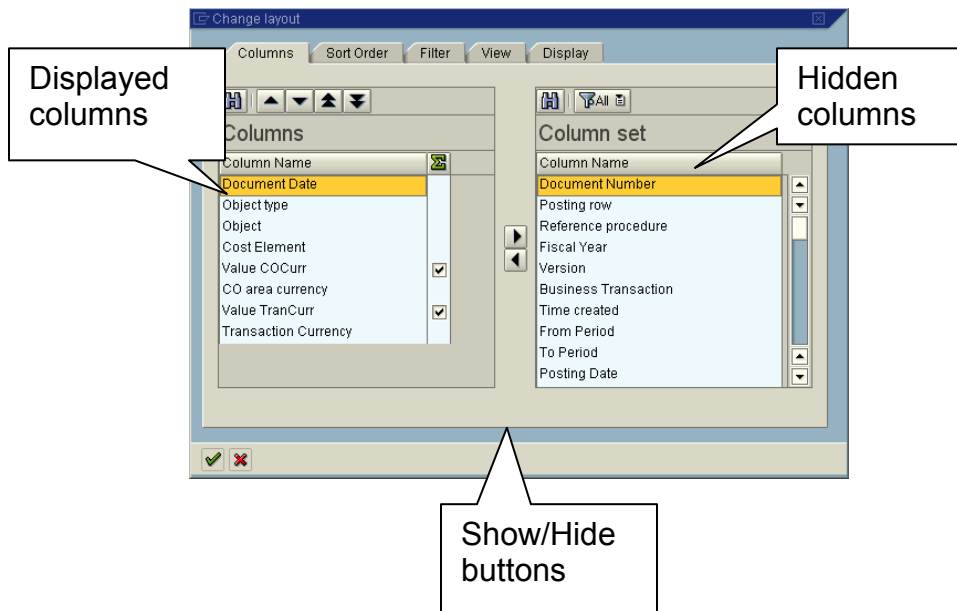


Display Actual Cost Line Items for Projects

Layout: 1SAP
 Object: PRJ C.0900.OZRK
 Cost Element: 5060002000 To 5099999999
 Posting Date: 06/01/2005 To 06/30/2005

Doc.date/object/cost element/value
 Ozark Fitness Construction
 Eng & Architect Fees...

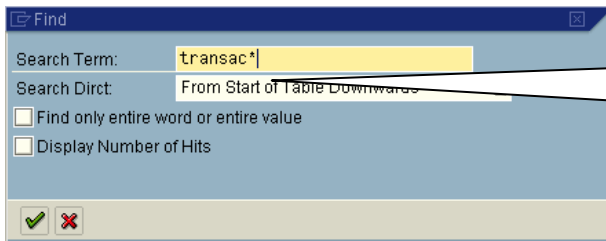
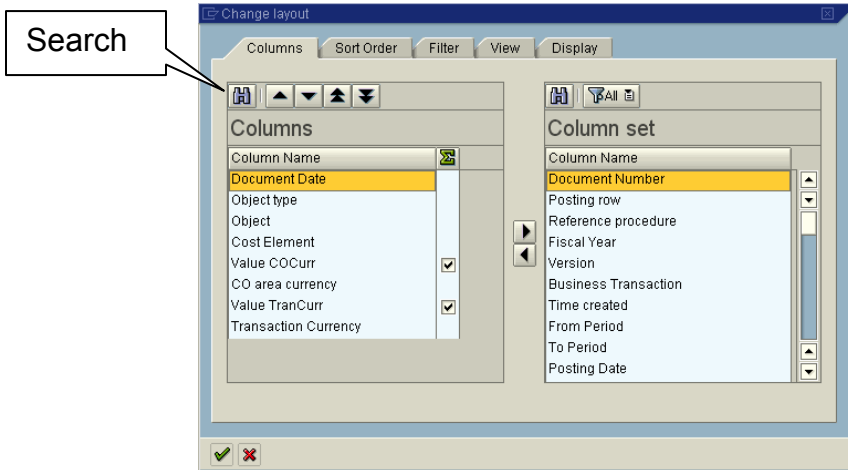
Doc. Date	OTy	Object	Cost Elem.	Σ	Value COCurr	COCr	Σ	Value TranCurr	TCurr
06/24/2005	W...	C.0900.OZARK	5060002000		2,300.00	USD		2,300.00	USD
06/24/2005	W...		5060009099		2,300.00	USD		2,300.00	USD
06/24/2005	W...		5090003000		10,500.00	USD		10,500.00	USD
06/24/2005	W...		5099999999		10,500.00	USD		10,500.00	USD
C.0900.OZARK					0.00	USD		0.00	USD
					0.00	USD		0.00	USD



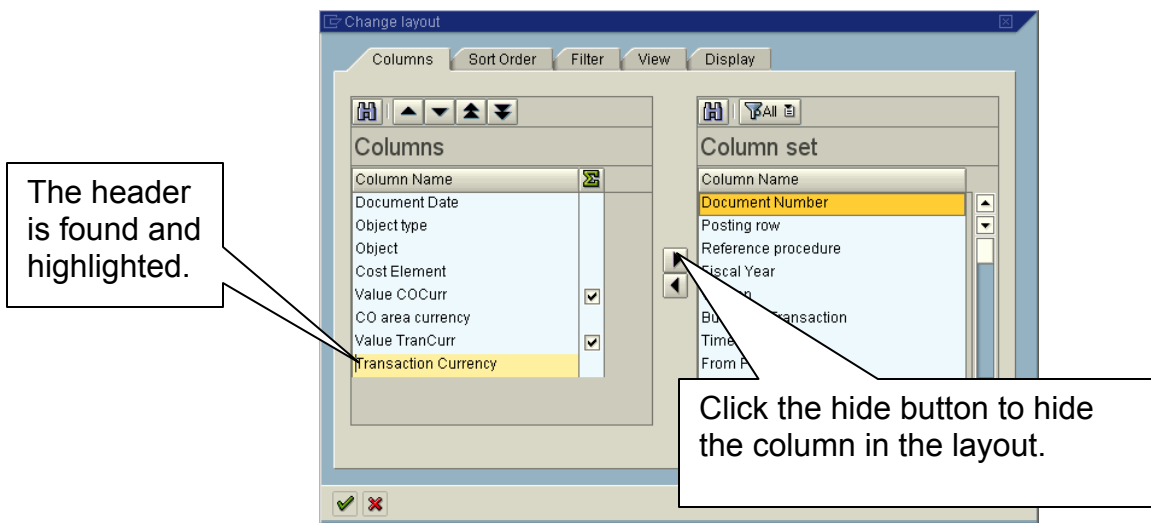
Accounts Payable Basics Invoice Verification Process Reporting Handbook Reporting Tips

The layout box will pop up. This box contains several tabs. The column tab is selected. The left side shows the headers of the displayed columns and the right side shows the headers of the hidden columns. Use the buttons in the center to move columns from hidden to displayed or from displayed to hidden.

Click the display search icon to locate a column to be hidden.



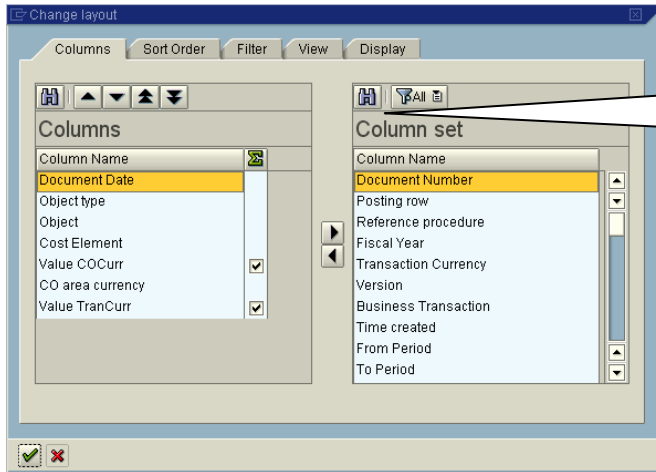
Enter part of the name, using asterisks as wild cards. Click Enter.



Accounts Payable Basics Invoice Verification Process

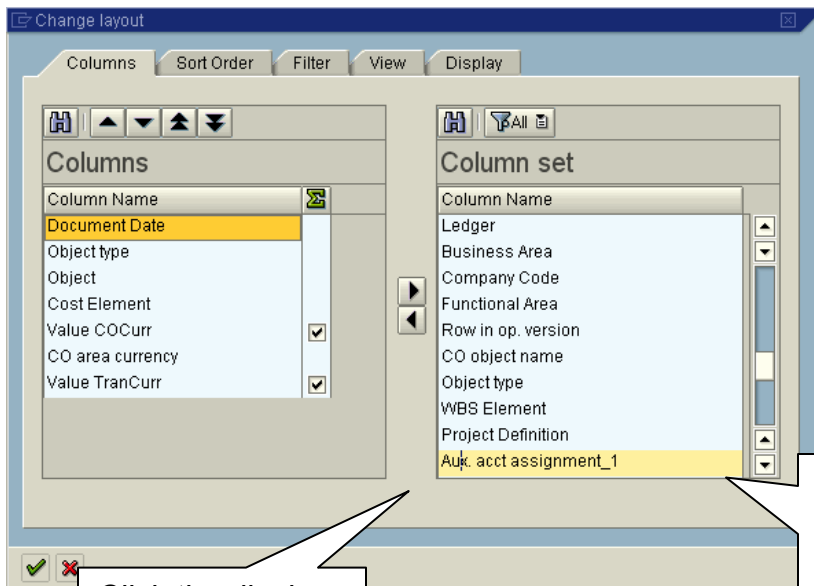
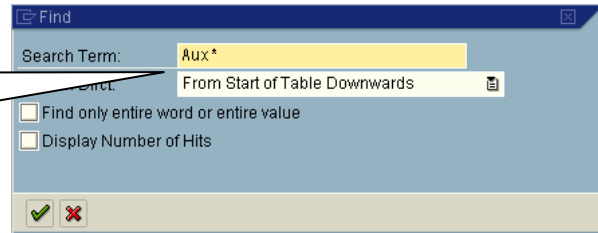
Reporting Handbook

Reporting Tips



To search for a column to add, click the other search icon.

Enter the search term, again using asterisks as wild cards, and click enter.

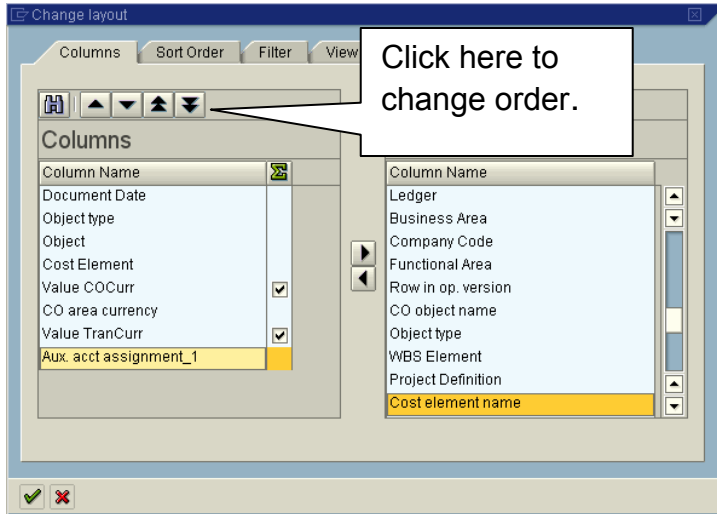


Click the display button to add this column to the layout.

The auxiliary account assignment will display any other cost object on the transactions

Accounts Payable Basics Invoice Verification Process Reporting Handbook Reporting Tips

The added column goes to the end of the list. This means that it will be the last column in the display. You can change the order of the columns displayed by clicking on the column and clicking the up and down arrows



This button moves the selected row(s) up one position.



This button moves the selected row(s) down one position.

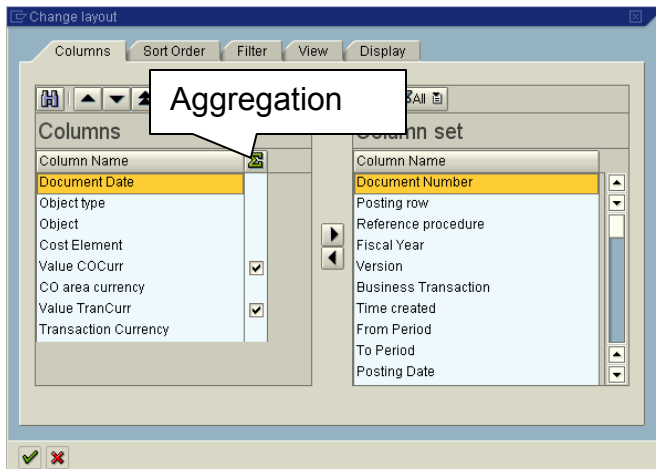


This button moves the selected row(s) to the beginning of the display.



This button moves the selected row(s) to the end of the display.

Add or delete a total by selecting or deselecting the aggregation check boxes.

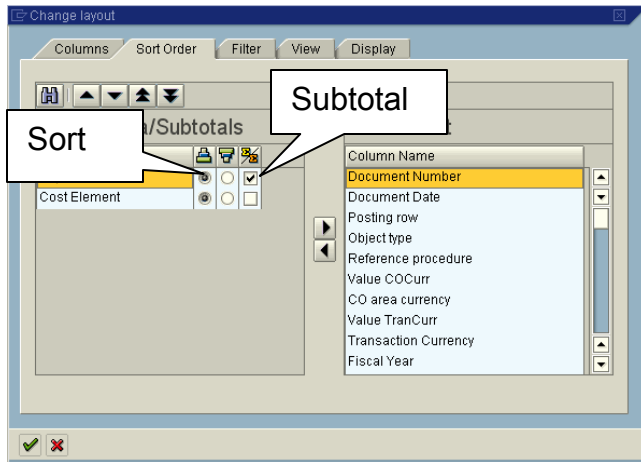


Accounts Payable Basics Invoice Verification Process

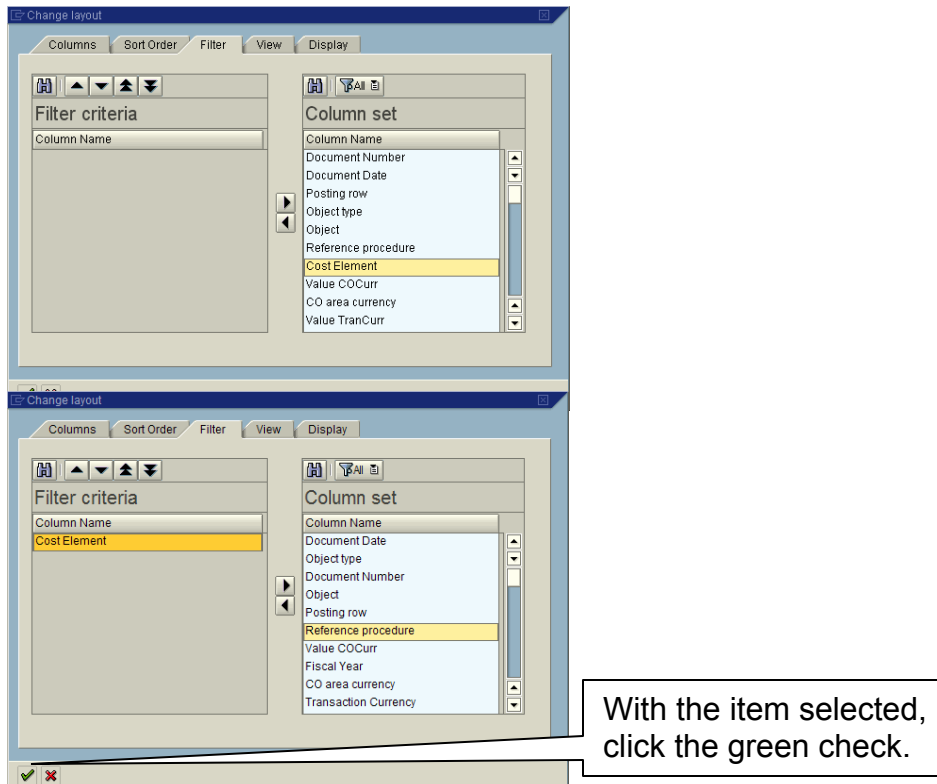
Reporting Handbook

Reporting Tips

The sort order tab allows the addition of subtotals. Select the column to be sorted or subtotaled from the list on the right and move it to the left. Select the checkbox or radio button to sort or subtotal the column.



To filter the report, choose the filter tab and move the item to be filtered to the filter criteria box using the left arrow.



Accounts Payable Basics Invoice Verification Process

Reporting Handbook

Reporting Tips

Enter a value or a range. Only those values entered will be displayed in the filtered report.

Determine values for filter criteria

Select

Cost Element 5060002000 to

✓

When you click the green check or enter to accept this value, the filtered report will display.

Display Actual Cost Line Items for Projects

Document Master Record

Layout 1SAP Doc.date/object/cost element/value
Object PRJ C.0900.OZARK Ozark Fitness Construction
Cost Element 5060002000 To 5099999999 Eng & Architect Fees...
Posting Date 06/01/2005 To 06/30/2005

Doc. Date	OTy	Object	Cost Elem.	Σ	Value COCurr	COCr	Σ	Value TranCurr	Aux. acct assignment_1
06/24/20...	W...	C.0900.OZARK	5060002000		2,300.00	USD		2,300.00	CTR 445011
		C.0900.OZARK			2,300.00	USD		2,300.00	
					2,300.00	USD		2,300.00	

Click here to go back to the layout.

Change layout

Columns Sort Order Filter View Display

Filter criteria

Column Name
Cost Element

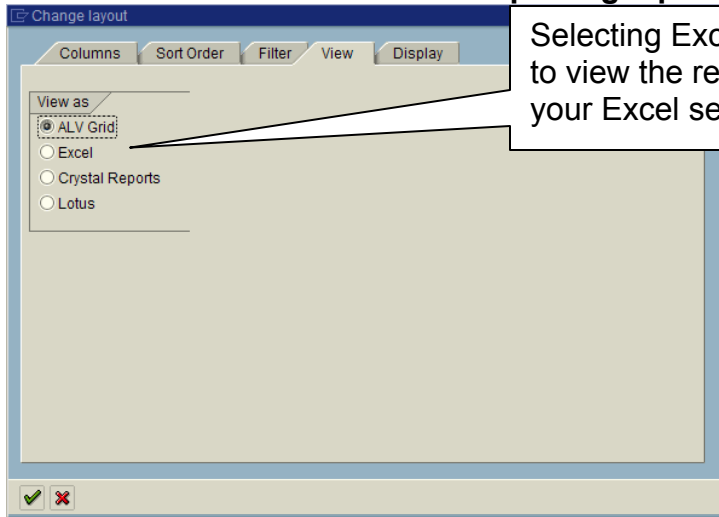
Column set

Column Name
Document Date

Object type
Document Number
Object
Posting row
Reference procedure
Value COCurr
Fiscal Year
CO area currency
Transaction Currency

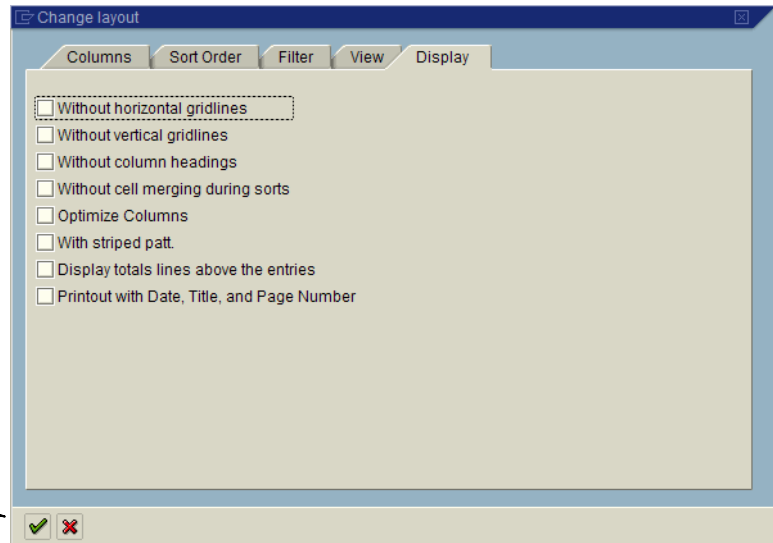
Click here to delete the filter.

Accounts Payable Basics Invoice Verification Process Reporting Handbook Reporting Tips



Selecting Excel on the view tab will allow you to view the report as an Excel spreadsheet if your Excel security enables macros.

The display tab allows you to change the way the report is displayed. You can select a checkbox to change the display.

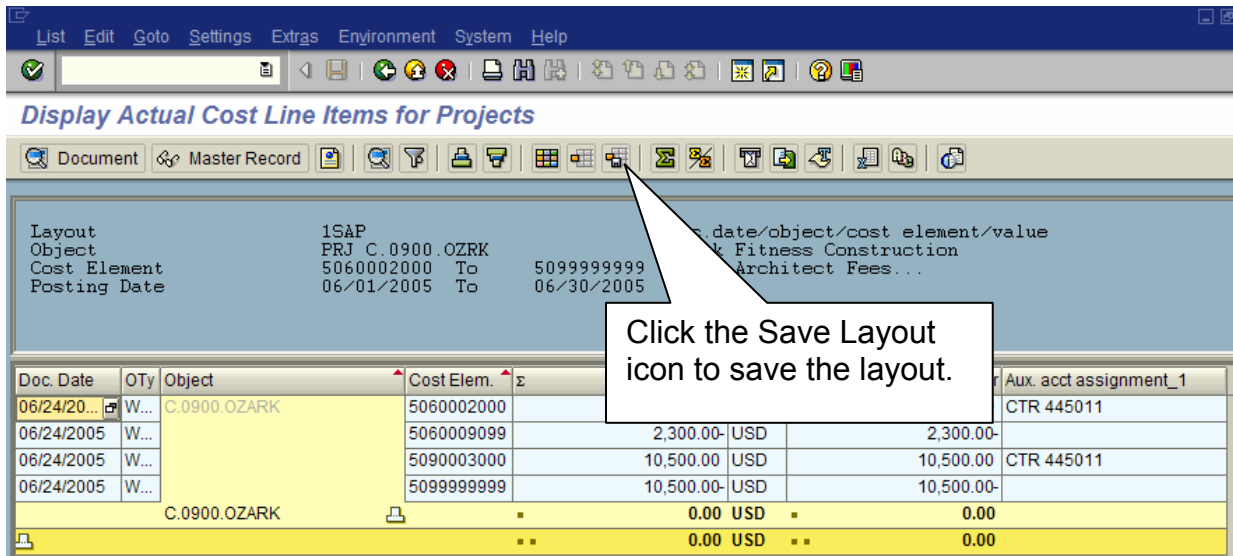


Click the green check to view your new

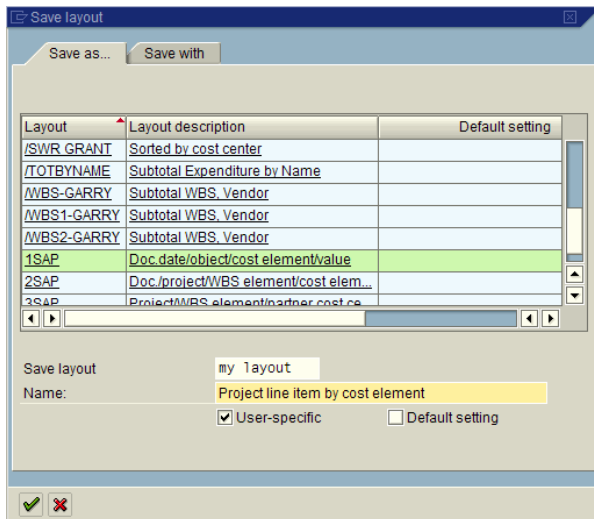
Accounts Payable Basics Invoice Verification Process

Reporting Handbook

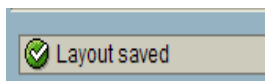
Reporting Tips



Name the layout . and give it a description. You must only create user-specific variants/layouts. Be sure user-specific box is selected.



Caution: Please be sure default setting box is not checked unless user-specific box is also checked.



AASIS will return a message that the layout . was saved.

Accounts Payable Basics Invoice Verification Process

Reporting Handbook

Reporting Tips

Setting Report Selection Variants

When you select a report, you may put in the business area, cost center, or other information to narrow down the selection. You can save this information in a variant to avoid having to enter it every time you run the report. When you get ready to run the report, you can select your variant and the information will be entered for you.

Enter the information that you would normally use to select the report.

This example uses the complex dynamic selection needed to display purchasing documents that do not have deletion indicator, delivery completed, or final invoice set. Note the 3 active dynamic selections. A selection has also been made for purchasing organization.

Instead of executing the report as you normally would, click the save button in the selection screen.

The screenshot shows the SAP 'Purchasing Documents per Document Number' selection screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main area is divided into several sections:

- Dynamic selections:** A table with three rows: 'Deletion indicator' (value 1), 'Delivery Completed' (value x), and 'Final invoice' (value x). Each row has a green plus icon to its left and a yellow arrow icon to its right.
- Purchasing Document Item:** A list box containing 'Purchasing Document Header' and 'Purchasing Document Item'.
- Selection parameters:** A table with four rows: 'Purchasing document' (empty), 'Purchasing organization' (value 0610), 'Scope of list' (value BEST), and 'Selection parameters' (empty). Each row has a yellow arrow icon to its right.

The bottom of the screen shows a status bar with the text '3 active' and a 'Choose...' button.

Accounts Payable Basics Invoice Verification Process

Reporting Handbook

Reporting Tips

Name the variant and give it a description.

Click the checkboxes for the items that you want to save.

Click the save button again.

Environment System Help

ABAP: Save as Variant

Selection variables Screen assignment

Variant name: my variant
Meaning: dynamic selections for po
Created for selection screens: 1000

Only for background processing ☐
Protect variant ☐
Only display in catalog ☐
System variant (automatic transport) ☐

Field attributes

Required field
Switch GPA off
Save field without values
Selection variable
Hide field 'BIS'
Hide field
Protect field

Field name	Type	P	I	N	L	P	L	O
Document date	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern. article no. (EAN/UPC)	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor's material number	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor sub-range	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promotion	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Season	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Season year	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Short text	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor name	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dynamic selections

Deletion ind.	S	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deliv. Completed	S	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final invoice	S	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Accounts Payable Basics Invoice Verification Process Reporting Handbook Reporting Tips

AASIS returns you to the selection screen with the message:

“Variant saved”.

The screenshot shows the SAP 'Purchasing Documents per Document Number' selection screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into a left pane with a tree view showing 'Purchasing Document Header' and 'Purchasing Document Item', and a right pane with 'Dynamic selections'. The 'Dynamic selections' box contains the following options:

Purchasing Document Item	
Deletion indicator	<input checked="" type="checkbox"/> L
Delivery Completed	<input checked="" type="checkbox"/> X
Final Invoice	<input checked="" type="checkbox"/> X

Below the dynamic selections, there is a list of selection criteria with input fields and 'to' buttons:

Selection Criteria	Value	to	Value
Purchasing document		to	
Purchasing organization	0610	to	
Scope of list	BEST	to	
Selection parameters		to	
Document type		to	
Purchasing group		to	
Plant		to	
Item category		to	
Account assignment category		to	
Delivery date		to	
Validity key date		to	
Range of coverage to		to	
Vendor		to	
Supplying plant		to	
Material		to	
Material group		to	
Document date		to	

The status bar at the bottom shows 'Variant MY VARIANT saved' and 'ETR (2) (514) sapeqs INS'.

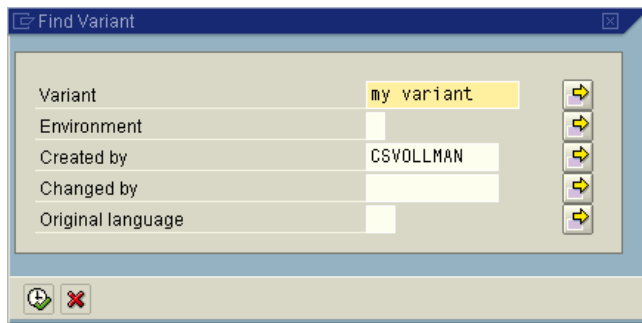
To retrieve the variant, call up the selection screen and click the get variant button.

This screenshot shows the same SAP selection screen, but with the 'Purchasing organization' field highlighted. A magnifying glass icon is visible next to the field, indicating the 'get variant' button. The status bar at the bottom shows 'Variant MY VARIANT saved' and 'ETR (2) (514) sapeqs INS'.

Accounts Payable Basics Invoice Verification Process Reporting Handbook Reporting Tips

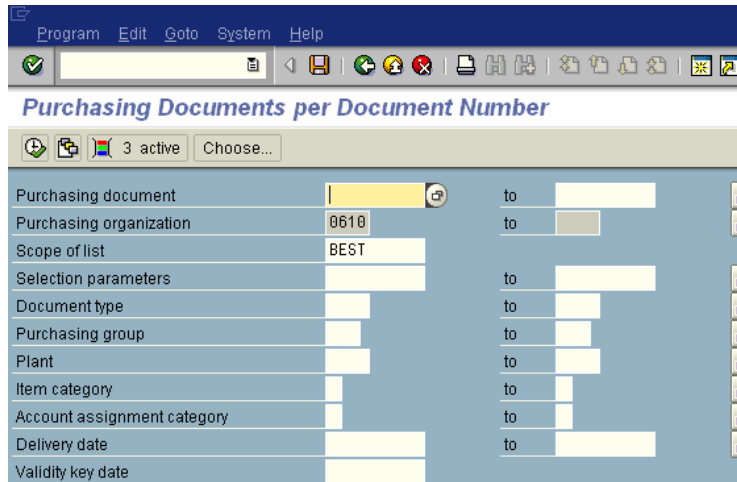
Type in the name of the variant, or search for variants created by you.

Click the execute button.



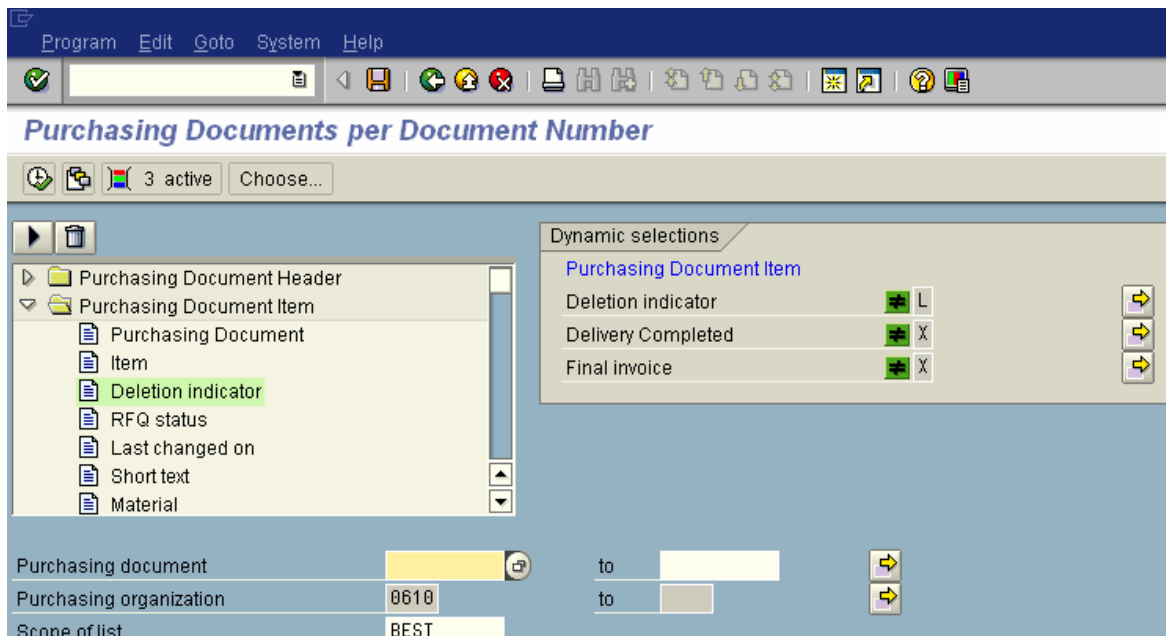
The 'Find Variant' dialog box is shown. It has a title bar with a close button. Inside, there are five input fields: 'Variant' (containing 'my variant'), 'Environment', 'Created by' (containing 'CSVOLLMAN'), 'Changed by', and 'Original language'. To the right of these fields are five yellow arrow buttons pointing right. At the bottom left are two small icons: a green checkmark and a red X.

The information that you saved as a variant is entered.

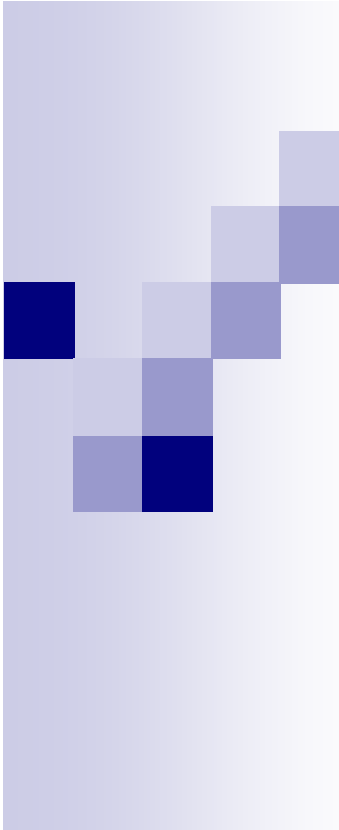


The 'Purchasing Documents per Document Number' screen is shown. It has a menu bar (Program, Edit, Goto, System, Help) and a toolbar. Below the title bar, there are three active tabs and a 'Choose...' button. The main area is a table with two columns. The first column contains the following fields: Purchasing document, Purchasing organization, Scope of list, Selection parameters, Document type, Purchasing group, Plant, Item category, Account assignment category, Delivery date, and Validity key date. The second column contains the values: 0610, BEST, and several empty fields. The 'Purchasing document' field is highlighted in yellow.

Note that the information that you saved is now grayed out and can't be changed while this variant is selected.



The 'Purchasing Documents per Document Number' screen is shown again, but with additional features. On the left, there is a tree view showing the hierarchy: Purchasing Document Header, Purchasing Document Item, Purchasing Document, Item, Deletion indicator (highlighted in green), RFQ status, Last changed on, Short text, and Material. On the right, there is a 'Dynamic selections' panel with the title 'Purchasing Document Item'. It contains three rows: 'Deletion indicator' with a green checkmark and 'L', 'Delivery Completed' with a green checkmark and 'X', and 'Final invoice' with a green checkmark and 'X'. Each row has a yellow arrow button to its right. At the bottom, the same table as in the previous screenshot is shown, but the 'Purchasing document' field is now grayed out and cannot be edited.



Accounts Payable Basics – Logistics Invoice Verification Process

Reporting Handbook
Transaction Index

Accounts Payable Basics Invoice Verification Process
Reporting Handbook
Transaction Index

Transaction AS03	75
Transaction FBL1N	4
Transaction FCH1	46
Transaction FCHN	46
Transaction MB5S	61
Transaction ME23N	51
Transaction ME2L	58
Transaction ME2N	62, 64
Transaction S_KI4_380000036	38
Transaction S_P99_410000099	20
Transaction Y_DEV_800000025	43
Transaction Y_DEV_800000046	30, 37
Transaction ZCMT	36
Transaction ZFI_PARKHELD_RPT	17
Transaction ZOPENITEMAP	26
Transaction ZOSW	41
Transaction ZPO_OPEN_INV	69
Transaction ZVENDBANK	23
Transaction ZVENDTAXID	24
Transaction ZWARR_DETAIL	9, 46